

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

★ OCT 16 1926 W
Please return to
the Secretary's File Room

January 15, 1926

MEMORANDUM NO. 549

Office of Agricultural Instruction Transferred to
Extension Service.

P.L. GLADMON
FILE

In order that the work of the Office of Agricultural Instruction may be more closely coordinated with other activities of the Department, that Office, previously a detached unit in the Office of the Secretary, is transferred, effective January 15, 1926, to the Extension Service under the immediate supervision of the Director of Extension Work. Mr. E. H. Shinn, Agriculturist in charge of the Office of Agricultural Instruction, will continue in that capacity.

W M Gardine
Secretary.





DEPARTMENT OF AGRICULTURE

WASHINGTON

★ OCT 16 1936
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March 15, 1926

MEMORANDUM NO. 550

Detail of Employees.

FILE
P.L. GLADMON

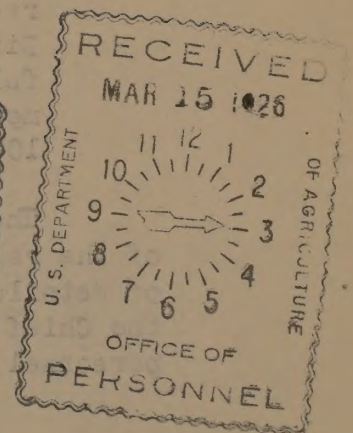
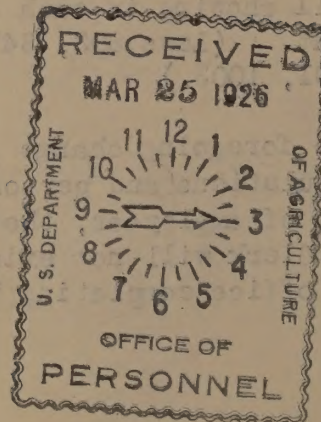
Paragraph 460 of the Administrative Regulations is hereby amended as follows:

460. DETAILS FROM ONE ORGANIZATION TO ANOTHER. - Details of employees from one branch to another within the Department are by law restricted to the following classes: (1) From or to the Office of the Secretary; (2) law clerks for service in or out of Washington; (3) from the library, and in cases of employees engaged in bureau library work, to the library, for temporary service; (4) from or to the Division of Accounts and Disbursements for accounting and disbursing work in or out of Washington. Details to other departments are limited to details to the White House, including the budget and coordinating agencies; details as members of boards of U. S. Civil Service examiners outside of the immediate offices of the district secretaries; the Federal Power Commission; and the Personnel Classification Board. All details for a period in excess of three days will be evidenced in writing by the presentation of formal personnel recommendations and all matters concerning proposed details and recommendations for the same should be referred to the Director of Personnel and Business Administration with full showing in each case of the necessity for the assignment. (Laws 803, 847, 872, 890, 898, 926, 927, 933, 964, 991.1, 1001, 1003.)

The foregoing change is made in the interest of simplification of the regulations and personnel procedure. Hereafter, in the case of details of employees, the necessity for a separate notice signed by the Chief Clerk will not exist, the one notification issued by the personnel office completing the transaction.

W. M. Jardine
Secretary.

RECEIVED



UNITED STATES BUREAU OF EFFICIENCY

WASHINGTON

May 15, 1925.

MEMORANDUM FOR DR. STOCKBERGER:

The following recommendation relates to a change in the present method of handling in the departmental Personnel Office and in the Office of the Chief Clerk of the department the paper work incident to the detail of employees from one office to another in the Department of Agriculture. It is believed that the recommendation is in accordance with the Secretary's memorandum of April 7, 1925, in that it contemplates the centralization in the Office of the Director of Personnel and Business Administration of all personnel matters now assigned to other units of the Office of the Secretary. Its adoption will also simplify the personnel routine concerning the detail of employees, without in any manner impairing the effectiveness of the administrative control now exercised over the personnel business of the department.

The preparation in the Personnel Office and the signing by the Chief Clerk of the letter addressed to an employee notifying him of his detail from one office to another should be discontinued.

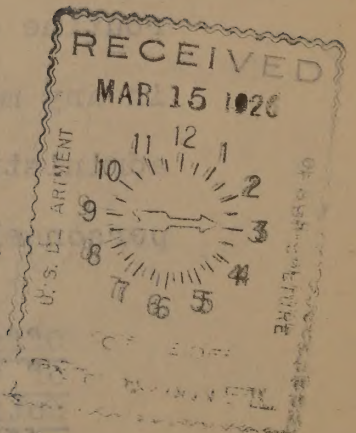
UNITED STATES BUREAU OF EFFICIENCY
WASHINGTON

May 15, 1925

MEMORANDUM FOR MR. STOCKBRIDGE

The following recommendation relates to a change in the present method of handling in the Governmental Personnel Office and in the Office of the Chief Clerk of the Department the paper work incident to the detail of employees from one office to another in the Department of Agriculture. It is believed that the recommendation is in accordance with the Secretary's memorandum of April 7, 1925, in that it contemplates the centralization in the Office of the Director of Personnel and Business Administration of all personnel matters now assigned to other units of the Office of the Secretary. The adoption will also simplify the personnel work concerning the detail of employees, without changing the effective control now exercised over the business of the Department.

The recommendation in the Personnel Office and the Chief Clerk of the Department is that the latter be assigned to an employee detail from one office to another, should be classified.



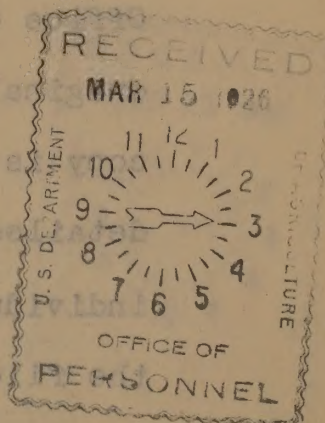
5-15-25

Under the present method of handling the work incident to the detail of employees within the department, the Personnel Office receives from a bureau or office a request for the appointment, transfer, or reinstatement of an individual who is to be carried on the pay roll of the bureau or office, but who is to be detailed to another bureau for assignment of duty. An order, No. 71, issued by Secretary Wilson on June 23, 1903, requires that a detail of an employee from one office to another for a period in excess of one day must be referred to the Office of the Secretary for the signature of the Chief Clerk. To meet this requirement the Personnel Office prepares a letter, in quadruplicate, addresses to the employee, notifying him of the office to which he is detailed, and sends the letter, and copies, to the Chief Clerk for his signature. Upon the return of the letter and copies, the Personnel Office disposes of them in the following manner: the original is sent to the individual concerned; one copy is sent to the bureau to which the individual is detailed; one copy is sent to the bureau from which the individual is detailed; and one copy is retained in the files of the Personnel Office. The personnel

5-15-25

Memorandum for Mr. Stockbarger--2.

Under the present method of handling the work in-
cident to the detail of employees within the department,
the Personnel Office receives from a bureau or office
a request for the appointment, transfer, or reinstatement
of an individual who is to be carried on the
pay roll of the bureau or office, but who is to be
detailed to another bureau for assignment of duty.
An order, No. 71, issued by Secretary Wilson on June
25, 1903, requires that a detail of an employee from
one office to another for a period in excess of one
day must be referred to the Office of the Secretary for
the signature of the Chief Clerk. To meet this require-
ment the Personnel Office prepares a letter, in quadrup-
licate, addressed to the employee, notifying him of
the office to which he is detailed, and sends the letter,
and copies, to the Chief Clerk for his signature. Upon
the return of the letter and copies, the Personnel
Office disposes of them in the following manner: the
original is sent to the individual concerned; one
copy is sent to the bureau to which the individual is
being detailed; one copy is sent to the bureau from which the
individual is detailed; and one copy is retained in
the Personnel Office. The personnel



5-15-25.

Office then prepares a letter, in quadruplicate, addressed to the individual so detailed, approving his appointment, transfer, or reinstatement, as the case may be. This letter is signed by the Chief of the Personnel Office and the same disposition is made of the original and copies as stated above in the case of the letter of notification of detail.

A study of this routine discloses the fact that the only necessity for preparing the letter of notification of detail is for the purpose of observing the order of the Secretary of June 23, 1903, requiring the approval of the Chief Clerk of the department of all details for a period in excess of one day. Under the arrangement of handling the personnel business of the Office of the Secretary, now in effect, the practice of referring personnel correspondence to the Chief Clerk for his signature is unnecessary.

This is a function of the Office of the Director of Personnel and Business Administration. The administrative regulations of the department will be

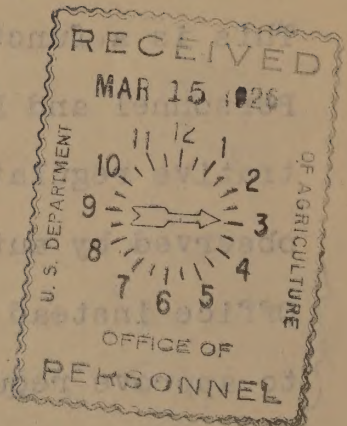
observed by authorizing the Chief of the Personnel Office instead of the Chief Clerk of the department, to approve requests for the detail of an employee in excess of one day.

Office then prepares a letter, in duplicate, addressed to the individual as detailed, approving his appointment, transfer, or reinstatement, as the case may be. This letter is signed by the Chief of the Personnel Office and the same disposition is made of the original and copies as stated above in the case of the letter of notification of detail.

A study of this routine discloses the fact that the only necessity for preparing the letter of notification of detail is for the purpose of observing the order of the Secretary of June 23, 1903, requiring the approval of the Chief Clerk of the Department of all details for a period in excess of one day. Under the arrangement of handling the personnel business of the Office of the Secretary, now in effect, the practice of referring personnel correspondence to the Chief Clerk for his signature is unnecessary.

Recommendation of the Office of the Director of the United States Business Administration. The administrative functions of the Department will be authorized by the Chief of the Personnel Office of the Chief Clerk of the Department. This means for the detail of an employee

in excess of one day.



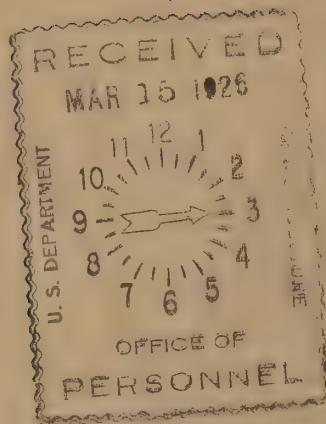
5-15-25

The placing of this authority upon the Chief of the Personnel Office will make unnecessary the preparation of the letter of notification of detail. The individual to be detailed from one bureau to another should be notified to this effect in the same letter in which he is notified of his appointment. The signature of the Chief of the Personnel Office on this letter will not only be sufficient authority for a bureau to make an appointment, but also to detail the employee to another bureau for duty. The Personnel Office states that, under this arrangement, no necessity arises for the preparation of the letter of notification of detail.

A. L. Thomas

Investigator in Charge.

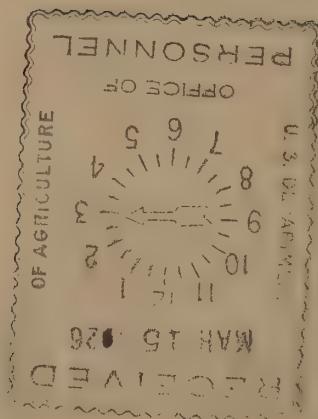
This is correct.
 The duplication of papers won't
 should be eliminated
 but handling
 of details involve
 legal, admin &
 financial (copy right)
 consideration from
 that guy who he
 properly handled
 for me



MEMORANDUM NO.

DETAILS HANDLED BY DIRECTOR OF PERSONNEL
AND BUSINESS ADMINISTRATION.

Paragraph 460 of the Administrative Regulations is amended so as to provide that recommendations for interdepartmental details shall be submitted to the Director of Personnel and Business Administration for approval, which shall be evidenced by notification in writing over the signature of the Chief Personnel Officer.



March 15, 1926.

MEMORANDUM FOR MR. THOMAS.

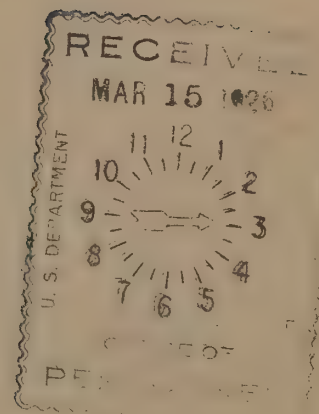
Dear Mr. Thomas:

I send herewith for your information a copy of a numbered Department memorandum and memorandum to Mr. Gladmon which puts into effect the recommendation contained in your memorandum of May 15, 1925, concerning the procedure governing the detail of employees.

Very truly yours,

W. W. Stockberger
Director.

Enclosure.





DEPARTMENT OF AGRICULTURE

WASHINGTON

March 15, 1936

MEMORANDUM NO. 551

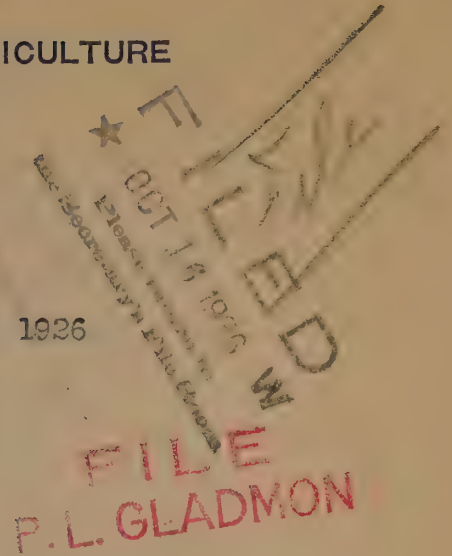
Federal Horticultural Board.

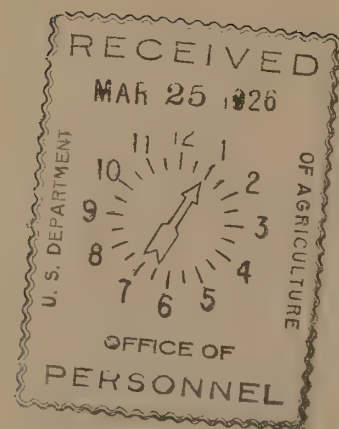
Mr. John E. Graf, Entomologist in charge of truck crop insect investigations, Bureau of Entomology, has been appointed a member of the Federal Horticultural Board to fill the vacancy caused by the death of Dr. W. D. Hunter.

The Board, as now constituted, is as follows:

C. L. Marlatt, Chairman,
George B. Sudworth
M. B. Waite
R. A. Oakley
J. E. Graf
R. C. Althouse, Assistant to Chairman.

W M Gardine
Secretary







DEPARTMENT OF AGRICULTURE

WASHINGTON

June 29th, 1926.

MEMORANDUM NO. 552

Coordination of Departmental Representatives
at the Sesquicentennial Exposition.

For the best interests of the Department and its exhibition at the Sesquicentennial International Exposition which opened on June 1 and is to continue through November, its personnel engaged in the installation, demonstration, and presentation of the Department's exhibits should function as a unit according to a definite plan.

The general supervision of the Department's exhibit, as in previous exhibitions, will rest with its regular exhibit organization, the Office of Exhibits. Though the formal detail to this office of the installation and demonstration personnel of other units of the Department in official attendance at the exposition will not be required, such personnel will be responsible to the representative-in-charge, and will be expected to observe such rules and schedules of attendance as may be established.

W. H. Jardine
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

CONTACT OFFICER, NATIONAL SESQUICENTENNIAL EXPOSITION

WASHINGTON, D. C.

June 22, 1926.

MEMORANDUM FOR DR. W. W. STOCKBERGER.

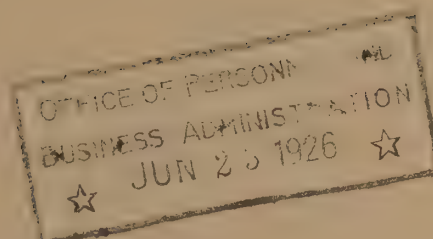
Dear Doctor Stockberger:

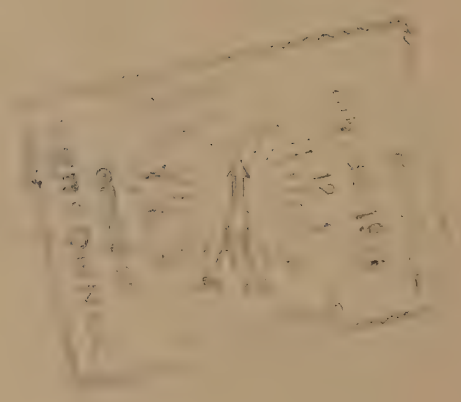
Director Warburton has asked me to submit to you the attached memorandum, which it is suggested might be issued in the form of a Secretary's memorandum, and to ask that if it meets with your approval you start it along through the regular channels.

Very truly yours,

L. B. Fuller
Administrative Assistant.

Enclosure.





SECRETARY'S MEMORANDUM NO. __.

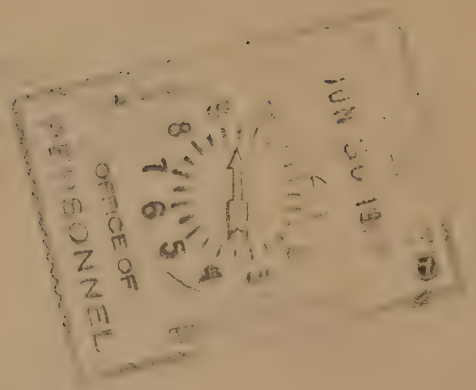
For the best interests of the Department and its exhibition at the Sesquicentennial International Exposition which opened on June 1 and is to continue through November, its personnel engaged in the installation, demonstration, and presentation of the Department's exhibits should function as a unit according to a definite plan.

The general supervision of the Department's exhibit, as in previous exhibitions, will rest with its regular exhibit organization, the Office of Exhibits. Though the paper detail of personnel from other units of the Department will not be required, the ~~representatives~~ who attend the exhibition will be responsible to the representative-in-charge, and subject to such rules and schedules of attendance as may be promulgated.

*installation and
demonstration personnel*

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

July 1, 1926.

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MEMORANDUM NO. 553

Amendment to the Administrative Regulations.

FILE
R. L. GLADMON

Marking of Vehicles.

The administrative regulations of the department are hereby amended to include a new paragraph as follows:

724. MARKING OF VEHICLES. - All motor-propelled vehicles of the Department of Agriculture, except motor cycles and railroad speeders, shall at all times be conspicuously marked, on both sides, in suitable colors and in plain, solid, block letters, as follows:

U. S.
DEPARTMENT
OF
AGRICULTURE

this to be followed by one or two lines indicating the bureau, and the whole to be enclosed in the outline of a union shield. Additional lettering to indicate a particular division or office of a bureau may, if desired, be added immediately below the shield. The shield, which is to be placed on the door of the vehicle whenever practicable, shall be not less than 10 inches high and 10 inches wide, and when one of such size is employed, the lettering shall be as follows:

"U. S.," 7/8 inch high; "Department" and "Agriculture," 11/16 inch high; the connective "Of," 3/8 inch high; all bureau indicia, 7/16 inch high; the divisional dash, 5/8 inch long. All lettering shall be disposed in horizontal lines; all lettering within the shield shall be so condensed laterally as to leave appropriate margins between the lettering and the shield.

If desired, a shield of larger dimensions than 10 x 10 inches may be used, in which case all lettering should be proportionately increased in size.

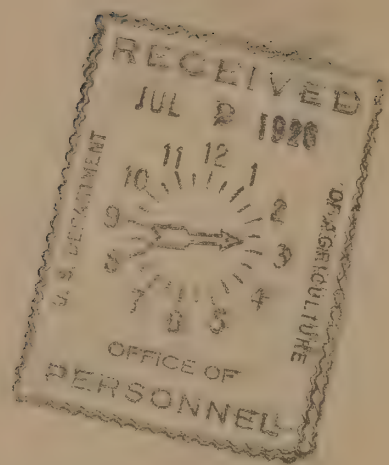
Tractors, and motor cycles, railroad speeders, and other vehicles not included in the preceding paragraph, should also be appropriately marked, whenever practicable, to indicate their public character, the legend in each case to be determined by

the bureau concerned.

Vehicles now in use and already marked will not be subject to the foregoing regulation unless or until remarking becomes necessary, but all other vehicles now in service, except those intended to be turned in within six months in connection with the purchase of new equipment, will be marked within three months from date. All new vehicles will be marked as procured; bureaus may have this marking included in the delivery contracts, or, if preferred, may arrange to issue decalcomania transfers for the use of their employees in effecting it.

W M Jardine
Secretary.

RECEIVED JUL 2 1920
U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL



✓
November 7, 1925.

MR. BAIN:

Here is the memo requested on marking Department cars. On the matter of expense, which we were discussing, inquiry indicates the widest possible variation in costs, ranging from almost negligible expense for ordinary stenciling, where there are a number of cars, to as high as \$10 to \$14 for a good painting job where there are only individual cars. As a purely arbitrary figure I would adopt an average of \$5 a car. Even on this basis figures will be of little value because the cars are of all conceivable types and are singly and in groups. In some places Department shops do the work on the cars and at others they do not. Using the arbitrary \$5.00 figure it appears that all bureaus would be well under \$1,000 in the extra cost involved except Roads, Forestry, and Entomology, which might run to between two and three thousand dollars each. The cost for the Department as a whole, if both passenger cars and trucks are marked as this regulation contemplates, would, I should say, range from \$5,000 to \$8,000. Of course, many cars are already marked but no one knows just how many or how they are marked. This will all come to light in the questions which will be raised if the regulation is promulgated, and I believe will materially lessen the estimated cost. Of course, a good many questions of interpretation will arise under this regulation, but these can be disposed of as they arise by the Secretary authorizing the Director of Personnel and Business Administration to interpret the regulation.

wa

November 7, 1934

Mr. Smith:

There is the same question of making permanent cars. On the matter of expense, which we were discussing, inquiry indicates the widest possible variation in cost, ranging from almost negligible expense for ordinary assembly, where there are a number of cars, to as high as \$10 to \$15 for a good painting job where there are only individual cars. As a purely arbitrary figure I would adopt an average of \$5 a car. Even on this basis figures will be of little value because the cars are of all conceivable types and are single and in groups. In some cases treatment shops on the work on the cars and at others they do not. Taking the arbitrary \$5.00 figure it seems that all business could be well under \$1,000 in the entire cost. Invested except bonds, forestry, and technology, which might run to between two and three thousand dollars each. The cost for the Department as a whole, if both passenger cars and trucks are marked as this regulation contemplated, would, I should say, range from \$1,000 to \$5,000. Of course, many cars are already marked but no one knows just how many or how they are marked. This will all come to light in the questions which will be raised if the regulation is promulgated, and I believe will materially lessen the estimated cost. Of course, a good many questions of interpretation will arise under this regulation, but these can be discussed as they arise by the Secretary with the Director of Personnel and Business Administration for interpretation of the regulation.

W.S.

724. MARKING OF MOTOR VEHICLES. - All motor vehicles of the Department of Agriculture shall at all times be conspicuously marked, on both sides, in a suitable color, in plain, solid, block letters, as follows:

U. S. DEPARTMENT
OF AGRICULTURE
BUREAU OF (Insert name of bureau)
No. (Insert number)

The words "U. S. Department of Agriculture" shall be in letters not less than 1-1/4 inches in height and 7/8 of an inch in width, and in slightly larger lettering than the remainder of the marking. On passenger cars the marking will be painted on the doors. The number of each vehicle will be registered in the Office of Personnel and Business Administration, from which the proper departmental serial numbers will be obtained by each bureau. Specifications on all vehicles purchased will provide for such marking and numbering before delivery. Questions arising under this regulation will be decided by the Director of Personnel and Business Administration.

724. MARKING OF MOTOR VEHICLES. - All motor vehicles of the Department of Agriculture shall at all times be conspicuously marked, on both sides, in a suitable color, in plain, solid, block letters, as follows:

U. S. DEPARTMENT
OF AGRICULTURE
BUREAU OF (Insert name of Bureau)
No. (Insert number)

The words "U. S. Department of Agriculture" shall be in letters not less than 1-1/4 inches in height and 7/8 of an inch in width, and in slightly larger lettering than the remainder of the marking. On passenger cars the marking will be painted on the doors. The number of each vehicle will be registered in the Office of Personnel and Business Administration, from which the proper departmental serial numbers will be obtained by each Bureau. Specifications on all vehicles purchased will provide for such marking and numbering before delivery. Questions arising under this regulation will be decided by the Director of Personnel and Business Administration.

MEMORANDUM NO. _____

Amendment to the Administrative Regulations.

Marking of Motor Vehicles.

The administrative regulations of the department are hereby amended to include a new paragraph as follows:

724. MARKING OF MOTOR VEHICLES. - All motor vehicles of the Department of Agriculture shall at all times be conspicuously marked, on both sides, in a suitable color, in plain, solid, block letters, as follows:

U. S. DEPARTMENT
OF AGRICULTURE
BUREAU OF (Insert name of bureau)
No. (Insert number)

The words "U. S. Department of Agriculture" shall be in letters not less than 1-1/4 inches in height and 7/8 of an inch in width, and in slightly larger lettering than the remainder of the marking. On passenger cars the marking will be painted on the doors. The number of each vehicle will be registered in the Office of Personnel and Business Administration, from which the proper departmental serial numbers will be obtained by each bureau. Specifications on all vehicles purchased will provide for such marking and numbering before delivery. Questions arising under this regulation will be decided by the Director of Personnel and Business Administration.

Vehicles now in use will be marked in accordance with this regulation by January 1, 1926. Where there are a large number of vehicles of similar type to be marked under this regulation consideration should be given to the purchase of a stencil or other means whereby the work can be done more economically than by individual painting. The Division of Purchase, Sales and Traffic will be glad to advise with bureau officers on this point. Where cars are already marked so as to substantially comply with this regulation but do not meet it exactly the matter should be presented to the Director of Personnel and Business Administration for consideration and instructions.

Secretary.

Memorandum to the Administrative Regulations

Marking of Motor Vehicles

The administrative regulations of the Department are hereby amended to include a new paragraph as follows:

VI. MARKING OF MOTOR VEHICLES. - All motor vehicles of the Department of Agriculture shall at all times be conspicuously marked, on both sides, in a visible color, in plain, solid, block letters, as follows:

U. S. DEPARTMENT
OF AGRICULTURE
BUREAU OF (insert name of bureau)
No. (insert number)

The words "U. S. Department of Agriculture" shall be in letters not less than 1-1/4 inches in height and 1/8 of an inch in width, and in electric lettering that the remainder of the marking. The passenger name the marking will be painted on the doors. The number of each vehicle will be painted in the Office of Personnel and must be identification, from which the motor vehicle and fuel tank numbers will be obtained by each person. Identification on all vehicles purchased will provide for each marking and numbering before delivery. Identification under this regulation will be decided by the Division of Personnel and Business Administration.

Vehicles now in use will be marked in accordance with this regulation by January 1, 1935. Where there are a large number of vehicles of similar type to be marked under this regulation consideration should be given to the purchase of a standard or other means whereby the work can be done more economically than by individual painting. The Division of Personnel, Sales and Traffic will be asked to advise with bureau officers on this matter. Where cars are already marked so as to substantially comply with this regulation but do not meet it exactly the matter should be presented to the Division of Personnel and Business Administration for consideration and instructions.

SERVICEABLE PASSENGER-CARRYING AUTOMOBILES AND AUTOMOBILE TRUCKS IN THE
DEPARTMENT OF AGRICULTURE
as of July 15, 1925.

Bureau	No. of Trucks	No. of Passenger-Carrying Automobiles.	Estimated Cost of Marking at \$5 each
Office of the Sec'y	39	**9	\$240.00
Weather Bureau	8	1	45.00
Animal Industry	61	75	680.00
Dairying	2	1	15.00
Plant Industry	132	12	720.00
Forest Service	361	23	1,920.00
Chemistry	2	2	20.00
Soils	11	0	55.00
Entomology	*273	16	1,445.00
Biological Survey	21	0	105.00
Public Roads	411	187	2,990.00
Agricultural Economics	39	26	325.00
Insecticide & Fungicide	4	0	20.00
Federal Horticultural Board	38	4	210.00
Fixed Nitrogen Research Lab.	2	1	15.00
Total.....	1,404	357	\$8,805.00

* Includes 7 Ford Sprayer Trucks.

** " 3 Busses.



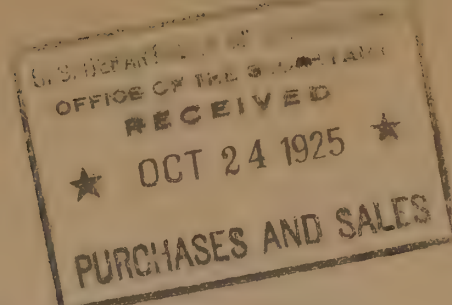
THE UNIVERSITY OF CHICAGO
LIBRARY

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00.027	81	
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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

MECHANICAL SUPERINTENDENT.



October 23, 1925.

Memorandum for Mr. Alex. MacC. Ashley,
Director of Purchases & Sales.

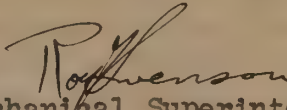
Dear Mr. Ashley:

In reference to your memorandum of recent date, in which you request the itemization of the costs entering into the proposed lettering on the doors of passenger vehicles owned by the Department, you are advised that the sample submitted cost \$4.61, of which \$4.41 represents labor and \$0.20 material.

If the sample lettering submitted were placed upon the front door of a passenger vehicle in gold lettering, it is estimated that the cost would be \$7.00, of which \$6.60 represents labor and \$0.40 material. You will note that the material charge is increased by \$0.20, which represents the difference in cost between ordinary colors and gold leaf. The cost of labor would also be increased, because in gold leaf work it is necessary to go over each letter twice, the first time to apply the size for holding the gold leaf and the second time to trim the letters after the application of the gold leaf.

It is believed that the prices above quoted are considerably cheaper than can be obtained in the open market, unless it is possible to have several vehicles lettered at the same time, because the rates of pay for sign painters are considerably higher than the rates paid by us, which explains our original estimate of \$8.00.

Very truly yours,


Mechanical Superintendent.

Mr. Jensen

London, 10.10.1917

My dear Sir,
I have just received your letter of the 10th inst. and am glad to hear that you are well. I am sorry to hear that you are not well at present, but I hope you will soon be better. I am sure you will have a very good time in the States. I am sure you will have a very good time in the States. I am sure you will have a very good time in the States.

I am sure you will have a very good time in the States. I am sure you will have a very good time in the States. I am sure you will have a very good time in the States. I am sure you will have a very good time in the States. I am sure you will have a very good time in the States.

Yours faithfully,

R. 10

London, 10.10.1917

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

DIVISION OF PURCHASE, SALES, AND TRAFFIC

October 17, 1925.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

Herewith is your original draft of a proposed memorandum re marking of motor vehicles. No attempt has been made to edit or otherwise revise same because our discussions have not yet developed a final plan.

There is also attached the sample of lettering prepared in the Mechanical Shops. You will recall that Mr. Swenson stated that such lettering on both sides of a car would involve an aggregate cost of \$16.00 per car. O'Neale approached two local sign painters and secured estimates from them, on the basis of the Swenson lettering, of goldleaf \$10.00, paint \$7.00; and goldleaf \$15.00, paint \$10.00, respectively, both sides of each car to be lettered. I also had O'Neale make inquiry at the Garage of the Treasury Department as to how that Department marks its cars, and he reported that stencils and ordinary paint were used, the stencils being cut in one of the drafting rooms of the Department. It was admitted that stenciled markings soon washed off, but were readily renewed at practically no cost. Mr. O'Neale examined some of the cars marked in this way, however, and stated that in his opinion it would be a shame to disfigure a passenger-carrying vehicle in such fashion. I should have stated that the Treasury stenciling is confined to trucks, I believe.

As to the number of cars to be marked in our Department, our most recent survey indicates 354 serviceable passenger-carrying cars, of which 5 in the Secretary's Office and 75 in the Bureau of Animal Industry are said to be marked already. Serviceable trucks run a little over 1400 in number. It is my understanding that practically all of these are unmarked. The survey also shows on hand 99 unserviceable passenger-carrying cars and 48 unserviceable trucks, but these have not been included in the previous figures because these will not be marked.

In designating cars that are marked or unmarked in the foregoing paragraph I am restricting the terms to lettering. Of course most of our cars carry U. S. D. A. number plates.

Mr. Locknane advises me that you intend to redraft the memorandum. Let me suggest that in doing so you include a paragraph requiring all purchases of new cars to be made on a basis including lettering. In this connection, ^{will}~~you~~ you not kindly advise me whether or not you wish this office to adopt this ~~principle~~^{procedure} at once; also whether if adopted, it is to be made applicable to both passenger-carrying cars and trucks or to passenger carrying cars only.

Very truly yours,

Alex. M. C. Ashley

Enclosures.

Chief of Division.

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Laws Applicable to the United States Department of Agriculture, 1923.
(Appendix, 1924) Sec. 1024, p. 532.

Sec. 1024. (Act February 3, 1905, ch. 297, sec. 4.) Restrictions on payment of expenses of carriages or vehicles for personal or official use; carriages and vehicles for official purposes to have thereon name of department, etc.

No part of any money appropriated by this or any other Act shall be used for purchasing, maintaining, driving, or operating any carriage or vehicle (other than those for the use of the President of the United States, the heads of the Executive Departments, and the Secretary to the President, and other than those used for transportation of property belonging to or in the custody of the United States), for the personal or official use of any officer or employee of any of the Executive Departments or other Government establishments at Washington, District of Columbia, unless the same shall be specifically authorized by law or provided for in terms by appropriation of money, and all such carriages and vehicles so procured and used for official purposes shall have conspicuously painted thereon at all times the full name of the Executive Department or other branch of the public service to which the same belong and in the service of which the same are used. (33 Stat. 687)

These were provisions of the legislative, executive, and judicial appropriation act for the fiscal year 1906, cited above.

Previous similar provisions of the similar act for the preceding fiscal year, Act March 18, 1904, ch. 716, sec. 3, are set forth ante, sec. 1023.

Other restrictions on purchase, etc., or operation of motor-propelled or horse-drawn passenger-carrying vehicles by Act July 16, 1914, ch. 141, sec. 5, are set forth post, sec. 1025.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.

IN YOUR REPLY PLEASE

REFER TO FILE No. M-1

May 28, 1925.

MEMORANDUM FOR MR. JUMP

Dear Mr. Jump:

In going through some old papers I find a memorandum of August 26, written by Mr. Reese to the Secretary, and your letter of September 3 referring the memorandum to me for reply. I wrote a reply at the time but did not send it.

Recently I sent forward a report to Mr. Bain showing the cars which are in use by this Bureau here, in which you will note that we have only two cars in operating condition, which are not in regular use on field work or between here and Arlington, one of which has only recently come in from the field and may go out again. We have relinquished any control over the two White staff cars which we had hoped to convert into buses, but which have been so used that they are no longer fit for this purpose. We have, therefore, no cars available for general use and suggest that this fact be recognized.

If you wish to issue any instructions as to signing up for cars which are taken from the garage, we certainly will, of course, be glad to comply with such instructions.

This coincides with the understanding that I had with Secretary Wallace when the garage was taken over by the Mechanical Superintendent, that cars which were needed would not be diverted to other uses, except that the White cars which we had expected to use are gone.

If there are no questions pending, you can disregard this matter.

Very truly yours,

W. H. H. Macdonald

Chief of Bureau.

5731
Mr. Bain
Copies sent to
return
W.H.H.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PUBLIC ROADS

WASHINGTON, D. C.

IN YOUR REPLY PLEASE

REFER TO FILE No. M-1

May 25, 1925.

MEMORANDUM FOR MR. BAIN

Dear Mr. Bain:

The following is submitted in compliance with your inquiry over the telephone relative to the automobiles in the possession of this Bureau in Washington.

The cars assigned to District 10 are:

1 Reo sedan, 5-passenger, Bureau No. 24515, D.C. license No. 37-098. This car is used principally by the district engineer, Mr. V. M. Peirce, and frequently by Mr. B. F. Heidel, assistant district engineer.

1 Dodge coupe, 2-passenger, Bureau No. 30218, D.C. license No. 71-445. This car is used by Mr. R. S. Eastham who has supervision of the Federal aid road projects in Maryland and Delaware.

1 Dodge touring car, 5-passenger, Bureau No. 30538 (unserviceable). This car is not being used at the present time; eventually it will be traded in on a new car for field assignment.

The cars assigned to the Division of Tests are:

1 Ford touring car, 5-passenger, Bureau No. 145177, D.C. license No. 13-461. This car is used principally by Messrs. F. Blaine, L. W. Teller, J. B. Mullis and J. T. Pauls of the Division of Tests.

1 Oakland touring car, 5-passenger, Bureau No. 3451, D.C. license No. 13-462. This car is used by Messrs. A. T. Goldbeck, E. B. Smith, F. H. Jackson and L. W. Teller.

We also have:

1 Willys-Knight sedan, 5-passenger, Bureau No. 30316, D.C. license No. 91-282. This car is used principally by the Chief of Bureau. (Until recently this car has been in use by Mr. A. B. Fletcher in connection with the Connecticut highway transport survey.)

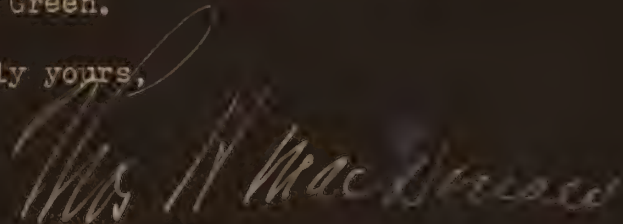
1 Cadillac, 7-passenger, with California type top, Bureau No. 3171, D.C. license No. 15-067. This car is available for general use of the Bureau. (Assignments of this car are made direct from the Chief's Office and it is driven by a chauffeur.)

1 Ford sedan, 5-passenger, Bureau No. 1459, D.C. license No. 77-105. This car is in very poor condition and is being held for exchange purposes.

In addition to the above we reserved two White 9-passenger staff cars which at the time the garage was put under the direction of the Mechanical Superintendent were practically new. Without our consent these were put into service, and have been so badly used and so poorly maintained that they are useless for our purposes and we do not desire to claim them.

From time to time any of the above automobiles may be assigned for special service by the Office of the Chief of Bureau. In such cases they will be driven by either Thurber G. Huffines or Louis Green.

Very truly yours,

A handwritten signature in dark ink, appearing to read "W. H. MacDonell", is written over the typed name. The signature is fluid and cursive.

Chief of Bureau.



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED
OCT 16 1926
Please return to
the Secretary of Agriculture

July 11, 1926.

FILE
P.L. GLADMONMEMORANDUM NO. 554

Paragraphs 2 and 3 of the fiscal regulations of the department are hereby amended as follows:

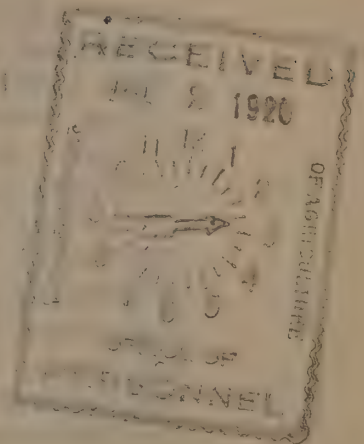
2. GENERAL BUREAU AUTHORIZATION. - Chiefs of bureaus are authorized, within the terms of the appropriations for their bureaus, and in conformity with the law, the decisions of the Comptroller General, and the fiscal and other regulations, (a) to direct necessary travel within the continental United States and in the parts of Canada and Mexico contiguous to the United States by their employees generally, and travel in the territories and insular possessions of the United States by their employees there stationed, allowing subsistence on either the actual expense or per diem basis; (b) to issue purchase orders for supplies and for job work; (c) to issue authorizations for the publication of advertisements, notices, and proposals in such newspapers or trade journals as will best serve the needs of the United States; (d) to incur such other expenses as may be necessary properly to carry on the work of their bureaus; and (e) to delegate any part of this authority to their subordinates.

The foregoing amendment, in order to simplify procedure, omits the former provision that general letters of authorization will be issued annually to chiefs of bureaus. It also clarifies the existing provisions concerning travel outside of continental United States.

3. SPECIFIC AUTHORIZATION BY SECRETARY. - Specific authorization by the Secretary will be required in all cases involving (a) travel outside the continental United States, with the exception of travel in the parts of Canada or Mexico contiguous to the United States, and of travel in the territories and insular possessions of the United States by employees there stationed; (b) travel for the purpose of attending meetings or delivering lectures not otherwise provided for in the Administrative Regulations; and (c) travel by persons not in the employ of the Government in connection with the furtherance of proposed or current activities of the Department.

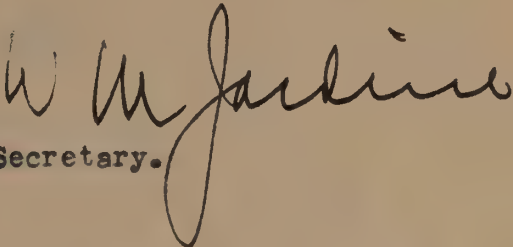
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Subparagraph (a), as amended, carries the new language in Par. 2 above as to travel outside the Continental United States. The former subparagraph (b) which concerned expenditures from the contingent fund of the Department has been omitted, in view of 5 Comp. Gen. 164.

Heretofore the procedure in requesting Secretary's authorization for items under Par. 3 has varied. In some cases memoranda have been used, in others letters of authorization prepared in the bureau and bearing the "Approved - Secretary" formula, while in still others both memoranda and letters of authorization have been transmitted. In the interest of simplified procedure a memorandum only should be submitted when requesting authorizations. The necessity for the action sought and expenditure involved should be clearly set forth. For convenience the memorandum may be submitted to the Director of Personnel and Business Administration. The Secretary's action will be indicated in a separate communication to the bureau.


Secretary.



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United States Department of Agriculture,
Office of the Secretary,

WASHINGTON, D. C.

AUTHORIZATION
9-Sec.
NO.

July 1, 1925.

The Forester,

Forest Service.

Sir:

You are hereby authorized to conduct the work of the acquisition of lands under act of March 1, 1911, 36 Stat., 961, during the fiscal year ending June 30, 1926, to incur such expenses against the appropriations under your supervision, in strict accordance with law, the regulations of the department, and the decisions of the Comptroller General, as may be necessary properly to carry on the work, the total liability so incurred to be limited to the approved quarterly apportionments; to issue authorization for the publication of advertisements, notices, and proposals in such newspapers or trade journals as will best serve the needs of the United States; to direct the performance of travel within the continental United States and in the parts of Canada and Mexico contiguous to the United States; and to delegate any part of this authority to the acting officer in charge or to other officers or employees under your direction when in your opinion it is advisable to do so.

In directing travel under this authorization you may grant per diem in lieu of subsistence or may prescribe the actual expense basis. In either event rates less than the maximum allowed by law may be fixed when in your judgment such lower rates will cover subsistence expenses in the locality to be visited, due consideration being given to the work to be performed and the length of the assignment. A per diem rate indicated in a letter of authorization may not be changed after travel thereunder has been performed.

Secretary's File Room:

(Signed)

R. H. Dunlap

Secretary.

Acting Secretary.

H M

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

WASHINGTON, D. C.

RECEIVED
JULY 11 1933

July 11, 1933

Sir:

You are hereby authorized to conduct the work of the
Department of Agriculture under the provisions of the
Act of March 3, 1909, to incur such expenses
during the fiscal year ending June 30, 1934, as may be
necessary for the proper conduct of the Department, and the
expenses with law, the regulations of the Department, and the
of the Department, as may be necessary properly to carry
on the work, the total liability so incurred to be limited to the
amount appropriated for the Department; to issue authorization for the
procurement of advertising, printing, and proposals in such
papers or trade journals as will best serve the needs of the United
States; to direct the performance of travel within the continental
United States and in the parts of Canada and Mexico contiguous to
the United States; and to delegate any part of this authority to the
acting officer in charge or to other officers or employees under your
direction when in your opinion it is advisable to do so.

In directing travel under this authorization you may grant for
other than the purpose of the act, the actual expense basis.
In other event rates for such travel shall be fixed by law or by
when in your judgment such lower rates will cover subsistence expenses
in the locality to be visited. This authorization shall apply to the
work to be performed and the limits of the expenditure, a per diem rate
shall be a part of the authorization. This authorization shall apply to the

thereunder has been performed.

Secretary's File Room:

(Signed)

[Signature]

Acting

X M



DEPARTMENT OF AGRICULTURE

WASHINGTON

★ OCT 16 1926 VI

Please return to
the Secretary's File Room

July 3, 1926.

MEMORANDUM NO. 555

FILE
L. GLADMON

Amendment to the Fiscal Regulations.

In accordance with the Executive Order of June 29, 1926, copy attached, the fiscal regulations of the department relating to travel allowances will, until such time as standard regulations are approved by the President, continue in effect with the following changes:

Paragraphs 33 preamble, and 33 (h): Elimination of \$5, daily limit of actual expenses, and substitution of \$7 for travel within and an average of \$8 for travel beyond the continental limits of the United States.

Paragraph 37 (a): Elimination of \$4, the limiting per diem rate, and substitution of \$6 for travel within and \$7 for travel beyond the continental limits of the United States, with allowance for fractional parts of a day of one fourth the prescribed rate for periods not exceeding 6 hours, one half the rate for periods not exceeding 12 hours, three fourths of the rate for periods not exceeding 18 hours, and the entire per diem for periods exceeding 18 hours.

In fixing allowances under the act of June 3, 1926, careful consideration will be given by administrative officers to the anti-deficiency provision in section 13 of the act, and per diem allowances will be prescribed at rates below the limits authorized in the act in all cases where the nature of the points visited, the duration of the travel, or other conditions affecting subsistence costs indicate that the maximum allowance would more than reimburse reasonable subsistence expenditures. At the same time the importance is emphasized of imposing the strictest limitations upon official travel consistent with the efficient functioning of the department.

W. H. Jardine
Secretary.

Enclosure.



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July 3, 1926.

EXECUTIVE ORDER
MEMORANDUM NO. 555

Amendment to the Fiscal Regulations.

In accordance with the Executive Order of June 29, 1926, copy attached, the fiscal regulations of the department relating to travel allowances will, until such time as standard regulations are approved by the President, continue in effect with the following changes:

Paragraphs 33 preamble, and 33 (b): Elimination of \$5, daily limit of actual expenses, and substitution of \$7 for travel within and an average of \$8 for travel beyond the continental limits of the United States.

Paragraph 37 (a): Elimination of \$4, the limiting per diem rate, and substitution of \$6 for travel within and \$7 for travel beyond the continental limits of the United States, with allowance for fractional parts of a day of one fourth the prescribed rate for periods not exceeding 6 hours, one half the rate for periods not exceeding 12 hours, three fourths of the rate for periods not exceeding 18 hours, and the entire per diem for periods exceeding 18 hours.

In fixing allowances under the act of June 3, 1925, careful consideration will be given by administrative officers to the anti-deficiency provision in section 13 of the act, and per diem allowances will be prescribed at rates below the limits authorized in the act in all cases where the nature of the points visited, the duration of the travel, or other conditions affecting subsistence costs indicate that the maximum allowance would more than reimburse reasonable subsistence expenditures. At the same time the importance is emphasized of imposing the strictest limitations upon official travel consistent with the efficient functioning of the Department.

Secretary.

Enclosure.

July 3, 1936.

CHIEF OF BUREAU.

Agreement in the Mutual Relations.

In accordance with the provisions of the Act of June 15, 1936, and the provisions of the Executive Order of June 15, 1936, the following provisions are hereby made:

Section 1. The provisions of the Act of June 15, 1936, and the provisions of the Executive Order of June 15, 1936, shall be construed in accordance with the following provisions:

Section 2. (a) The provisions of the Act of June 15, 1936, and the provisions of the Executive Order of June 15, 1936, shall be construed in accordance with the following provisions:

The provisions of the Act of June 15, 1936, and the provisions of the Executive Order of June 15, 1936, shall be construed in accordance with the following provisions:

Secretary.

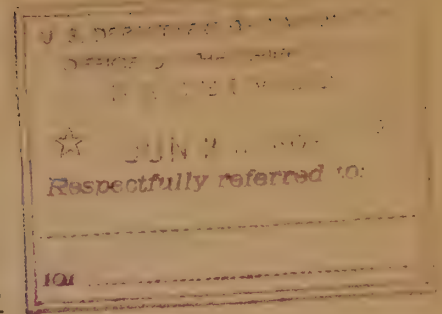
Enclosure.

E X E C U T I V E O R D E R

Effective July 1, 1926, the heads of departments and establishments as defined in the Subsistence Expense Act of 1926, approved June 3, 1926 (Public No. 328), may, in directing travel, fix subsistence allowances at rates not exceeding those provided in that Act, subject to the provisions of section 13 thereof, and may operate under their respective existing lawful regulations relating to per diem allowance and subsistence expenses, so far as applicable, until such time as standard regulations are approved.

CALVIN COOLIDGE

The White House,
June 29, 1926.



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DEPARTMENT OF AGRICULTURE

WASHINGTON

Please return to
the Secretary's File Room

July 13, 1926

FILE

P. L. GLADMON

MEMORANDUM NO. 556

Amendment to the Administrative Regulations.

Paragraph 487 of the Administrative Regulations of the Department is amended as follows:

487. TEMPORARY EMPLOYEES. Employees appointed for temporary work, commonly known as "job employment," under Section 4, Rule VIII, of the Civil Service Commission will not be allowed annual or sick leave.

The amendment gives effect to the decision of the Comptroller General of June 28, 1926, A-14157 (Reconsideration), holding that employees appointed for temporary duty under Section 4, Rule VIII of the Civil Service Commission are not entitled to leave of absence.

The former reference in the paragraph to temporary per diem employees has been eliminated, since the omitted provision is contained in par. 488.

C. W. Marvin

Acting Secretary.

A-14157
(Reconsideration)

June 28, 1926.

The Honorable

The Secretary of the Interior.

Sir:

I have your letter of June 17, 1926, requesting reconsideration of my decision to you of May 11, 1926, A-14157, relative to granting leave of absence to a temporary employee appointed under section 4 of rule VIII of the Civil Service Commission.

In support of the request, there are quoted extracts from several prior decisions of this office which had to do with questions of leave but in which the questions decided are not the same as that in the decision of May 11, 1926.

Whether leave shall be granted to an employee of a department is within the discretion of the head of that department, subject to the limitations in the various laws granting leave or authorizing the granting thereof, but whether an employee granted leave is entitled to pay for the period of leave granted is a question for determination by this office.

With reference to the case decided October 30, 1925, A-8782, you are advised that though the employee in that case was a temporary employee, yet there was nothing in the record to indicate that she was appointed as such under section 4 of rule VIII of the Civil Service Commission. That is, there was nothing to show that the employee was not eligible for permanent appointment, but the facts of record indicated that the temporary nature of the employment in the case of October 30, 1925, was due to the fact that the work upon which the employee was engaged was to be completed



or discontinued within a brief period. The employee under consideration in the case of May 11, 1926, was appointed under section 4 of rule VIII of the Civil Service Commission and was not eligible for permanent appointment, as is indicated in your letter of May 4, 1926.

The quotation in your letter from the decision of November 12, 1919, 26 Comp. Dec. 380, had reference only to the questions presented in that case, which related to whether leave should be granted under certain conditions therein presented.

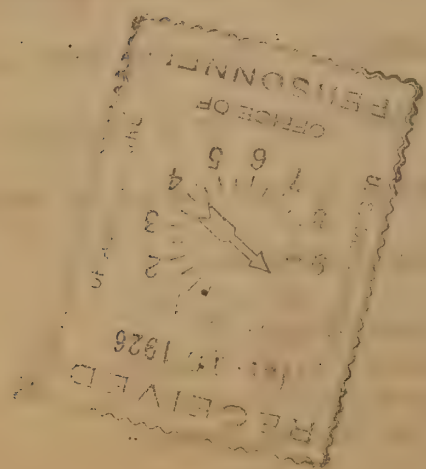
The quotation in your letter from decision to you of July 18, 1924, 4 Comp. Gen. 69, dealt with the question whether a temporary employee made permanent within the same calendar year may be considered as in a permanent status for leave purposes from the date of entering the service. That decision is not in conflict with the decision of May 11, 1926.

Questions concerning the granting of leave are ordinarily within the administrative discretion as set forth in decisions by the accounting officers and cited in the submission. The real question involved and decided in the decision of May 11, 1926, was whether the employee therein considered was an employee within the meaning of that term as used in the act of March 15, 1898, 30 Stat. 316, and said question was answered in the negative.

Careful consideration has been given to the matters presented in your letter, but I am constrained to adhere to the view that the decision in question was correct to the effect that there is no right to grant temporary employees leave of absence while in the status of temporary employment, and said decision is accordingly affirmed.

Respectfully,
(Signed) J. R. McCarl
Comptroller General
of the United States.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF CHIEF CLERK
WASHINGTON, D. C.

June 4, 1926. ★

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the Secretary's File Room

FILE
P. L. GLADMON

Memorandum for Mr. Jump

Dear Mr. Jump:

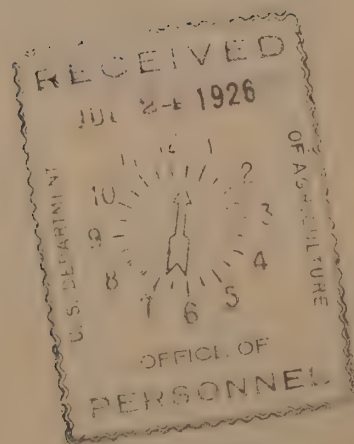
Relative to the attached, a meeting of the Chief Clerks was held this morning at which the Comptroller General's decision of May 11, copy attached, was discussed. Literally applied the Comptroller General's decision would appear to stop the granting of leave with pay to temporary employees. All the Chief Clerks present were in favor of granting periods of leave to temporary employees, as under our own regulations. It was held that the granting of leave is a matter for administrative determination under regulations promulgated by the head of each department.

It was finally decided to request the Chief Clerk of the Interior Department, who made the original submission to the Comptroller General, to draw a new submission requesting reconsideration by the Comptroller General. This was agreed to by the Chief Clerk of the Interior Department subject to approval by Acting Secretary Finney.

Very truly yours,


Chief Clerk.

Enclosures.



DEPARTMENT OF COMMERCE

OFFICE OF THE CHIEF CLERK

WASHINGTON

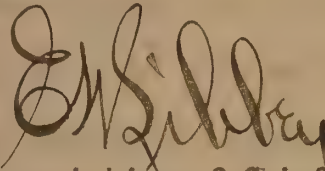
June 2, 1926.

Mr. R. M. Reese,
Chief Clerk, Department of Agriculture,
Washington, D.C.

Dear Mr. Reese:

It is requested that you attend a meeting of the Chief Clerks
in my Office, Room 722, Commerce Building at 10.30 a.m. Friday,
June 4, to discuss the decision of the Comptroller General of May 11,
with reference to granting leave to temporary employees.

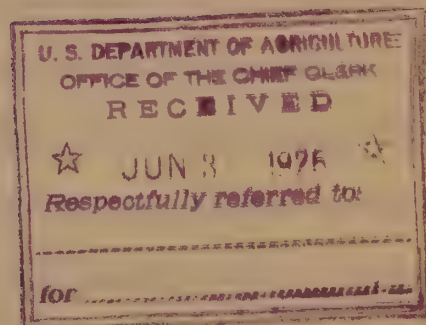
Very truly yours,



Chairman, Association of Chief Clerks.

L-S

Mrs. Hyde - Solicitor
Mrs. Sterling -



A-14157

May 11, 1926.

The Honorable

The Secretary of the Interior.

Sir:

I have your letters of April 28 and May 4, 1926, requesting decision whether you are authorized to grant leave with pay to a certain employee of your department.

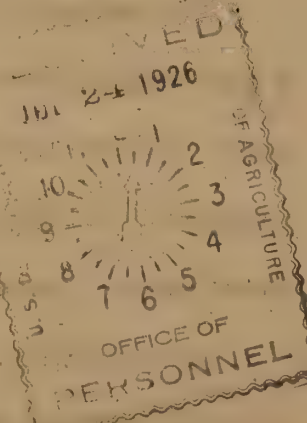
It appears that the employee in question has been employed under a series of temporary appointments of three months each under section 4 of rule VIII of the Civil Service Commission which provides for appointment for work of a temporary character.

It has been held in several decisions that temporary employees are not entitled to leave with pay. See 4 Comp. Gen. 650 and the decisions therein cited. The cases cited had arisen under the provisions of the act of August 29, 1916, 39 Stat. 612, which applies to employees of navy yards, naval stations, gun factories and arsenals, and under the acts of March 2, 1911, 36 Stat. 966, and February 22, 1921, 41 Stat. 1144, which relate to employees of the District of Columbia.

The principle upon which the decisions cited were based, namely, that a prolonged leave of absence with pay is inconsistent with temporary employment, is equally applicable in the administration of the provisions of section 7 of the act of March 15, 1898, 30 Stat. 316, relative to the granting of leaves of absence to employees in the departments at Washington.

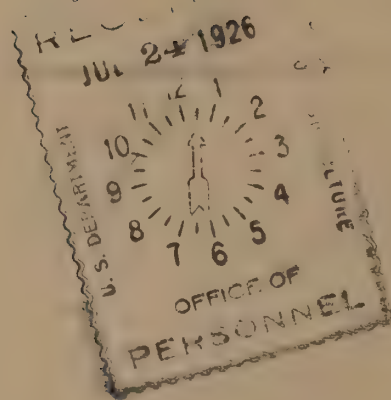
Accordingly, you are advised that the granting of leave of absence with pay to the employee in question is not authorized.

Respectfully,
(Signed) J.R. McCarl
Comptroller General
of the United States.



C O P Y

Temporary Employees. - Temporary employees appointed at monthly or per annum rates of salary, may, after a service of 2 months, be granted both annual and sick leave of absence at the rate of $2\frac{1}{2}$ days per month each for employees in the District of Columbia and at the rate of $1\frac{1}{4}$ days per month each for employees outside of the District of Columbia, computed from the beginning of the third month, sick leave being granted subject to the limitations of paragraph 484. Temporary employees appointed at per diem rates for days actually employed are not entitled to any leave privileges.





DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED
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the Secretary's File Room

July 31, 1926.

MEMORANDUM NO. 557

FILE
P. L. GLADMON

Amendment to the Administrative Regulations.

All existing authorizations are hereby revoked and no authorization will henceforth be issued permitting any employee of the Department to attend any institution of learning during office hours unless the entire absence from official duty is covered by leave of absence with or without pay. The practice, where such exists, of granting permission for such attendance during office hours on condition that the employee shall perform official duty during an equivalent period of time outside of the ordinary office hours, will be discontinued. Chiefs of bureaus and heads of offices will at once submit recommendation for the revocation of any existing appointments on a part time basis involving the pursuit of educational courses by employees of their bureaus during any part of the ordinary official hours, and appointments of this character will not be made in the future.

Paragraph 660 of the administrative regulations of the Department is amended by elimination of subparagraph (b). The present subparagraphs (c) and (d) will be given the letters (b) and (c) respectively.

The change in the regulation and the adoption of the policy above announced are made in conformity with a recent ruling of the Comptroller General in the matter of attendance of employees of the Department at institutions of learning.

W H Gardiner
Secretary.



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILE

★ OCT 16 1926

Please return to

SEP 29 1926 the Secretary's File Room

FILE
P. L. GLADMON

MEMORANDUM NO. 558

Standardized Government Travel Regulations;
Amendments to the Fiscal Regulations.

By virtue of Bureau of the Budget Circular No. 195 of August 11, 1926, promulgating the "Standardized Government Travel Regulations," such standardized regulations will upon and after October 1, 1926 become the effective travel regulations of the Department.

In view of the provision in the Agricultural Appropriation Act for the current fiscal year with respect to mileage rates for officially used motor vehicles, the provision "A commuted expense rate will not be allowed," in par. 12 of the standardized regulations will not apply to this Department. Where mileage rates are authorized the applicable regulation will be par. 33 (k) of the current fiscal regulations of the Department, amended as follows (the paragraph will be subsequently renumbered in connection with a forthcoming reprint of the fiscal regulations):

When specifically authorized, commutation of actual operating expenses may be allowed at not exceeding 7¢ per mile for automobiles and 3¢ per mile for motorcycles for the use of personally owned vehicles on official work. Each account covering such commuted charges shall be supported by certificate setting forth (a) date of travel, (b) points between which performed, (c) actual number of miles traveled, (d) hour of departure from and arrival at official station, (e) rate per mile and total charge, and, (f), that the distances are, to the best of the employee's knowledge and belief, correct, and that no public or regular means of transportation could be used as advantageously in the interest of the Government.

The following paragraphs of the fiscal regulations, the subject matter of which is covered by the standardized Government travel regulations, are hereby revoked: 31, 32, 33 except subparagraphs (k) as above amended, (l) (letter) and (o), 34, 35, 36, 37 except subparagraph (d), 39, 40, 41, 42, 43, 44, 45, 48, 49, 50, 51, 52, 53 except subparagraph (c), 54, and 55.

the subject
of paragraph (d)
above (k) as above
travel registra-
tion subject

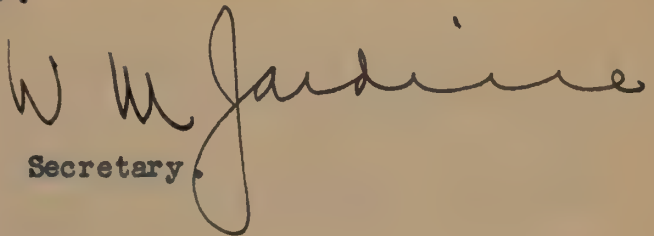
The semi-annual edition of reprints of the fiscal regulations of the U. S. Department of Agriculture will be discontinued.

The salary tables, appendix to the fiscal regulations, are no longer current. They are superseded by the Government salary tables issued by the General Accounting Office July, 1926.

The sample forms, pp. 43 - 50 inclusive, of the fiscal regulations, are obsolete.

Treasury Department Circular 369 of August 20, 1926, "Regulations governing advances of public funds under the provisions of the 'Subsistence Expense Act of 1926'" will govern such advances in this Department and will supersede par. 57 of the fiscal regulations, which is hereby revoked. The following supplemental regulations are issued with respect to departmental procedure in obtaining advances to cover subsistence expenses:

Advances may be made by the disbursing clerk of the Department or by fiscal agents of the Forest Service. Bonds in connection with such advances may be approved by the head of the bureau or office in which is employed the applicant for advance, except that in case of the Forest Service and Bureau of Public Roads approval may be by the district forester and district engineer respectively; but no bond shall be approved unless it bears indication that it has been examined and found sufficient by the solicitor of the Department or such assistants in his office as he may designate for the purpose. Bonds will be filed with the disbursing clerk or fiscal agent by whom the advance is made. Pending further notice departmental voucher forms 100 and 101 and the present bond form will continue in use in the Department in connection with advances of funds and the accounting therefor.


Secretary.





DEPARTMENT OF AGRICULTURE

WASHINGTON

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OCT 16 1926
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the Secretary's File Room

September 30, 1926

MEMORANDUM NO. 559

FILE
P.L. GLADMON

Amendment to the Administrative Regulations.

Par. 489 of the Administrative Regulations of the Department, "Military Leave," is amended by addition at the end of the following paragraph:

The provisions of sec. 80 of the national defense act of June 3, 1916, and of the Army appropriation act of May 12, 1917, and of sec. 36 of the act of February 28, 1925, above cited, do not apply, so far as concerns the exception "without loss of pay, time, or efficiency rating" to temporary employees appointed for what is called "job employment" under sec. 4, Rule VIII, of the Civil Service Commission.

The change is made in consequence of decision of the Comptroller General of September 3, 1926, A-15337, from which the following language is quoted:

The act of May 12, 1917, supra, requires that the leave therein granted to "all officers and employees" shall be "without loss of pay, time, or efficiency rating." These terms do not concern temporary employees. * * * The act of May 12, 1917, is accordingly understood to apply to regular employees only.

P. H. Simulaf
Acting Secretary.

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A-15337

September 3, 1926.

The Honorable

The Secretary of the Interior.

Sir:

There has been received your request of August 8, 1926, for a decision of the question whether Alan B. Sheldon, employed in the Reclamation Service, as a senior engineering draftsman under section 4 of Civil Service Rule VIII, is entitled to compensation for the period July 1 to 15, inclusive, when he was on leave of absence engaged in training as a member of the Officers' Reserve Corps.

The act of May 12, 1917, 40 Stat. 72, provides:

"* * * That all officers and employees of the United States or of the District of Columbia who shall be members of the Officers' Reserve Corps shall be entitled to leave of absence from their respective duties, without loss of pay, time, or efficiency rating, on all days during which they shall be ordered to duty with troops or at field exercises, or for instructions, for periods not to exceed fifteen days in any one calendar year."

Section 4, Rule VIII, of the Civil Service Rules, provides for appointments for temporary work for periods of not exceeding three months, which may be extended under certain conditions for an additional three months. It has been held that temporary employees are not entitled to leave with pay under the act of August 29, 1916, 39 Stat. 617, which applies to employees of Navy Yards, naval stations, gun factories, and arsenals; under the acts of March 2, 1911, 36 Stat. 966, and February 22, 1921, 41 Stat. 1144, which relate to employees of the District of Columbia; or under the act of March 15, 1898, 30 Stat. 316, which applies to leaves of absence to employees of the departments at Washington. 3 Comp. Gen. 382; 4 id. 17, 511, 552, 575, 748; 5 id. 903. These decisions

were based upon the principle that a leave of absence with pay is inconsistent with temporary employment.

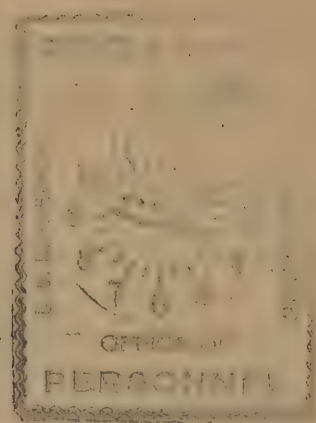
The granting of leave from their civilian occupations in the Government service to members of the Officers' Reserve Corps when ordered to training duty appears to be mandatory but it does not necessarily follow that the employee is entitled to civilian pay while not performing the duties of his civilian position. 1 Comp. Gen. 256; 3 id. 246; 4 id. 65. The act of May 12, 1917, supra, requires that the leave therein granted to "all officers and employees" shall be "without loss of pay, time, or efficiency rating." These terms do not concern temporary employees. It may be that little or no distinction is being made administratively between regular and temporary employees but the conditions of their employment are radically different and basically efficiency ratings have to do with regular employees. The act of May 12, 1917, is accordingly understood to apply to regular employees only. See 3 Comp. Gen. 112, with respect to granting military leave with pay to substitute employees.

As temporary employees are not entitled to annual leave with pay and the act of May 12, 1917, does not apply to temporary employees so far as "loss of pay, time, or efficiency rating" is concerned, it must be held that there is no authority to pay the employee in this case for the time he was absent from and did not perform the duties of his temporary civilian position.

Respectfully,

(Signed) J.R. McCarl

Comptroller General
of the United States.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
★ OCT 15 1926 W
U.S. DEPT. OF AGRICULTURE
WASHINGTON

October 15, 1926.

MEMORANDUM NO. 560.

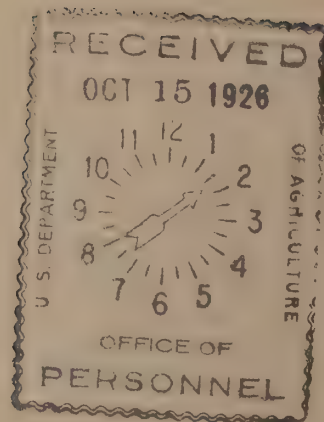
FILED
H. L. GLADMON

Department Library Supervision.

The general supervision of the Library is hereby placed under the Director of Scientific Work. He is authorized to appoint a general library committee, including the Librarian, which will assist in formulating plans and policies for the maintenance and development of the Library, including all branch libraries.

All existing departmental library committees are abolished and matters heretofore handled by such committees will be considered by the Director of Scientific Work.

W M Jardine
Secretary.



*Miss Bentley
9/28/26*

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
OCT 16 1926
Please return to
the Secretary's File Room

October 27, 1926

MEMORANDUM NO. 561

FILE
P. L. GLADMON

Cooperative Work With Experiment Stations.

In planning cooperative work with the experiment stations it will be helpful if those responsible for the projects will confer with the Chief of the Office of Experiment Stations, and when there is any question of policy or serious difference of opinion as to the proposal also confer with the Director of Scientific Work.

We desire to have in the Office of Experiment Stations a complete record of all projects and proposals for projects with the experiment stations. Please file such data at your earliest convenience.

It is requested that all proposals for cooperation be taken up formally with Station Directors only after approval by the responsible Bureau officials and after the conferences above suggested.

W M Jardine
Secretary.





DEPARTMENT OF AGRICULTURE

WASHINGTON

OCT 16 1926 W
the Secretary's File Room

FILE
P. L. GLADMON

November 10, 1926

Memorandum No. 562

Amendment of the Administrative Regulations.

Par. 654 of the administrative regulations of the department is amended to read as follows:

654. DISPOSITION OF TRAVEL AUTHORIZATIONS. --
Copies of authorizations for travel, station and field expenses will be forwarded to the chief of the division of accounts and disbursements on or before the tenth day after expiration of the month within which issued, for transmission to the General Accounting Office. The material to be so treated comprises general or specific letters of authorization issued from the Washington office or from district or field headquarters, including every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

The substitution of monthly for quarterly transmittal follows the recent adoption of semimonthly transmittal of vouchers of the disbursing clerk of the department to the General Accounting Office. The lessening of the period between receipt and audit of the vouchers requires more frequent forwarding of the authorizations.

The last sentence of the old paragraph has been eliminated in view of the provision in Memorandum 554 of July 1, 1926, "A memorandum only should be submitted when requesting authorization" under par. 3 of the fiscal regulations as amended by the memorandum cited.

E. W. Marvine

Acting Secretary.

Nov 12 1926

Memorandum No. 562 -

Amendment of the Administrative Regulations.

Par. 654 of the administrative regulations of the department is amended to read as follows:

654. DISPOSITION OF TRAVEL AUTHORIZATIONS. -- Copies of authorizations for travel, station and field expenses will be forwarded to the chief of the division of accounts and disbursements on or before the tenth day after expiration of the month within which issued, for transmission to the General Accounting Office. The material to be so treated comprises general or specific letters of authorization issued from the Washington office or from district or field headquarters, including every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

ase 11.3
The substitution of monthly for quarterly transmittal follows the recent adoption of semimonthly transmittal of vouchers of the disbursing clerk of the department to the General Accounting Office. The lessening of the period between receipt and audit of the vouchers requires more frequent forwarding of the authorizations.

The last sentence of the old paragraph has been eliminated in view of the provision in Memorandum 554 of July 1, 1926, "A memorandum only should be submitted when requesting authorization" under par. 3 of the fiscal regulations as amended by the memorandum cited.

Secretary's File Room:

(Signed)

E. H. Martin
Acting Secretary

or copies other evidence necessary in the admin-
istration of travel accounts.

12/19/26
The subject of monthly for quarterly transmitted follows
the recent report of the monthly transmitted of vouchers of the
disbursing clerk of the department to the General Accounting Office.
The report of the disbursing clerk of the department to the
General Accounting Office is as follows:

in view of the fact that the Commission is the only body which has the right to request the submission of documents and the only body which has the right to request the submission of documents and the only body which has the right to request the submission of documents.

John W. Davis
Acting Secretary

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

1978
September 30, 1926.

MEMORANDUM FOR DR. W. W. STOCKBERGER.

Dear Doctor Stockberger:

The first sentence of Paragraph 654 of the Administrative Regulations provides that "Copies of letters of authorization for travel, station, and field expenses will be furnished quarterly to the Chief of the Division of Accounts and Disbursements for transmission to the General Accounting Office for use in the audit of accounts."

This procedure has proved quite satisfactory in the past as the authorizations usually reached the General Accounting Office at the same time as my paid vouchers which were transmitted quarterly. Under an informal arrangement with that Office, my vouchers are transmitted semi-monthly in order that the examination of the vouchers may be made as soon after payment as possible. This procedure will result in a distinct advantage to the Department as suspensions made by the General Accounting Office can be more easily explained or recoveries made if only a short time has elapsed since the payment. However, this advantage will be to some extent offset unless the letters of authorization are transmitted more often than is now required. I have therefore to recommend that when practicable, Paragraph 654 of the Administrative Regulations be amended to read as follows:

"Copies of letters of authorization for travel, station and field expenses, issued by a bureau in any month, will be furnished on or before the tenth day of the succeeding month, to the Chief of the Division of Accounts and Disbursements for transmission to the General Accounting Office for use in the audit of accounts ****."

It is thought that with the monthly transmission of the letters of authorization by this office not later than the twelfth day of the month succeeding that in which they were issued, they will be on file in the General Accounting Office by the time the examination of the vouchers for that month will be made.

Very respectfully,

A. G. Gagnone
Disbursing Clerk.

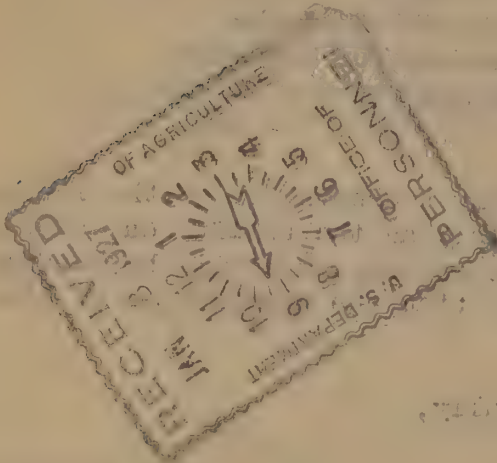
UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY

THE FIRST SECTION OF THE ACT OF MARCH 3, 1907, entitled "An Act to provide for the protection of the United States against the introduction of insects and diseases of plants, and for the control of the same," is hereby amended.

SECTION 1. That the Secretary of Agriculture is authorized to make such regulations as may be necessary to carry out the provisions of this Act.

SECTION 2. That the Secretary of Agriculture is authorized to make such regulations as may be necessary to carry out the provisions of this Act.

SECTION 3. That the Secretary of Agriculture is authorized to make such regulations as may be necessary to carry out the provisions of this Act.



Very respectfully,
[Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

October 7, 1916.

Mr. Zappone has suggested a change in the first sentence of par. 694 of the Administrative Regulations. The proposed substitute is -

*Copies of letters of authorization for travel, station and field expenses, issued by a bureau in any month, will be furnished on or before the tenth day of the succeeding month, to the Chief of the Division of Accounts and Disbursements for transmission to the General Accounting Office for use in the audit of accounts * * * . *

He explains that since he is now sending his vouchers semi-monthly to the General Accounting Office under a new tentative plan, it may sometimes happen under the present quarterly system of transmitting the authorizations that a given voucher is taken up for examination before the corresponding authorization has reached the General Accounting Office.

Please state whether there is objection from the standpoint of your bureau to the proposed change, or suggest any other plan for handling the authorizations which you may deem preferable.

Very truly yours,

Sent to Messrs. Loving, Allanson, Kitchen, Singleton,
Linton, Carroll, Weber.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

January 1, 1934

Mr. J. B. ...
Director of the ...
Washington, D. C.

Enclosed for the ...
...
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Very truly yours,

Sent to Messrs. J. B. ...
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Copy

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

ADDRESS REPLY TO
CHIEF, FINANCE AND ACCOUNTS
AND REFER TO



WASHINGTON, D. C.

FA
Authorization

October 16, 1926.

MEMORANDUM FOR MR. ROBBINS

Dear Mr. Robbins:

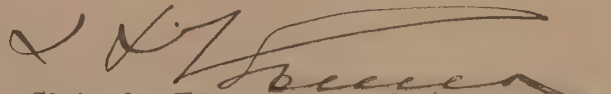
Your memorandum of October 7 is received.

This office has no objection whatever to forwarding copies of Forest Service letters of authorization for travel, station and field expenses to the Disbursing office monthly instead of quarterly as at present.

In view of the new system of transmitting Mr. Zappone's paid vouchers to the General Accounting Office semi-monthly, it is appreciated that the authorization letters may be required by the Accounting Office in their examination and audit prior to the close of the quarterly periods.

The modified procedure will be put into effect promptly upon receipt of notification of approval from the Department.

Very truly yours,


Chief, Finance and Accounts

MEMORANDUM

BUREAU OF ANIMAL INDUSTRY

TA-

October 22, 1926.

Mr. Robbins:

Referring to your memorandum of October 7, relative to a proposed change in paragraph 654 of the Administrative Regulations, which would require the transmission of all letters of authorization to the Chief, Division of Accounts and Disbursements on or before the 10th day of each month, you are informed that this Bureau prefers to have no change made in the paragraph of the regulations above referred to.

C. C. Carroll
Administrative Assistant.



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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF CHEMISTRY
WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

October 11, 1926.

Mr. L. O. Robbins,

Office of Personnel and Business Administration.

Dear Mr. Robbins:

With reference to your memorandum of October 7, 1926, regarding the change of Paragraph 654 of the Administrative Regulations as suggested by Mr. Zappone, you are advised that this Bureau has no objections to offer to the proposed substitute by Mr. Zappone.

Very truly yours,



F. B. Linton,
Assistant to Chief.



1. The first part of the document is a list of the names of the members of the committee.

2. The second part of the document is a list of the names of the members of the committee.

3. The third part of the document is a list of the names of the members of the committee.

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10. The tenth part of the document is a list of the names of the members of the committee.

11. The eleventh part of the document is a list of the names of the members of the committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU
WASHINGTON

Office of Chief Clerk

October 13, 1926.

MEMORANDUM FOR MR. ROBBINS.

Dear Mr. Robbins:

Referring to your memorandum of October 7th relative to a change suggested by Mr. Zappone in the first sentence of paragraph 654 of Administrative Regulations to the effect that copies of letters of authorization for travel issued by the Bureaus be furnished his office on or before the tenth day of the succeeding month:

Mr. Richards and I have discussed the effect of this change on our Bureau and we are agreed that the change will allow less opportunity for rewriting authorizations and will necessitate more numerous amendments than are required under the present procedure. However, there is no objection on our part to the proposed plan if it is desired to put it into operation for the Department as a whole.

Respectfully,



Wm. Weber,
Chief Clerk.

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THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

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DEPARTMENT OF CHEMISTRY

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C. October 11, 1926.

Mr. L. C. Robbins,
Office of Personnel and Business Administration,
Department of Agriculture.

Dear Mr. Robbins:

Reference is made to your memorandum of October 7, 1926 requesting comment on the suggestion of Mr. Zappone that the first sentence of Paragraph 654 of the Administrative Regulations be amended so as to read:

"Copies of letters of authorization for travel, station and field expenses, issued by a bureau in any month, will be furnished on or before the tenth day of the succeeding month, to the Chief of the Division of Accounts and Disbursements for transmission to the General Accounting Office for use in the audit of accounts* * *."

In the opinion of this Bureau the proposed procedure would cause additional work and would allow too short a time for preparing letters for transmission without any compensating benefits. Even under the tentative plan of transmitting vouchers semi-monthly, this Bureau has not as yet been called upon for a copy of any letter of authorization issued within four months of the call.

Very truly yours,



Acting Business Manager.

and the other side of the mountain.

The first thing I noticed when I stepped out of the car was the cold. It was a sharp, biting cold that seemed to penetrate my bones. I shivered as I looked around at the vast, open landscape. The ground was covered in a thin layer of snow, and the trees were bare and skeletal. In the distance, a range of mountains rose up, their peaks shrouded in mist. The air was still, and the only sound I could hear was the crunch of snow under my boots.

I took a deep breath and felt a sense of peace wash over me. This was exactly what I needed. A quiet place where I could think and reflect.

As I walked further into the woods, the trees became denser. They were tall and thin, their branches reaching out like skeletal fingers. The ground was covered in a thick carpet of snow, and the air was filled with the scent of pine. I felt a sense of solitude and tranquility as I walked. The world seemed to have slowed down, and I was able to appreciate the beauty of the natural world around me. The snow was a beautiful white, and the trees were a deep, dark green. The contrast between the two colors was striking. I felt a sense of awe and wonder as I walked through the forest.

United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C., October 18, 1926.

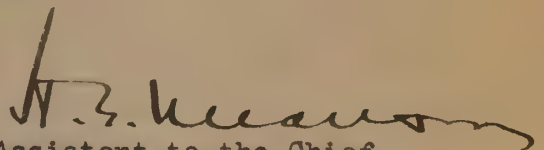
MEMORANDUM FOR MR. L. ROBBINS.

Dear Mr. Robbins:

Replying to your note of October 7, regarding a proposed change in sending letters of authorization to the Comptroller's office, it seems to me that in view of the changed method of voucher handling, the monthly forwarding of the letters of authorization to the General Accounting Office is unavoidable. It will of course tend to restrict flexibility in meeting occasional problems by rewriting a letter of authorization, but this will be met in part by waivers.

In other words, while I prefer the present system, it seems to me unavoidable that the letters of authorization should be forwarded monthly as suggested.

Very sincerely,


Assistant to the Chief.

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20250

FOURTH EDITION, 1974

U.S. GOVERNMENT PRINTING OFFICE

1974 O - 348-101-10000-1

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF ACCOUNTS

ADDRESS REPLY TO
CHIEF ACCOUNTANT, OFFICE OF THE SECRETARY

REFERENCE: FES/RH

October 11, 1926.

Mr. L. O. Robbins,
Office of Personnel and Business Administration.

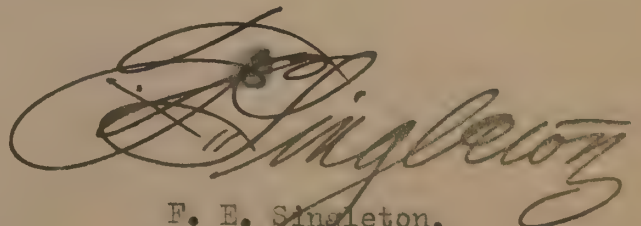
Dear Mr. Robbins:

I have your letter of October 7, 1926 with proposed change in paragraph 654 of the Administrative Regulations to provide a procedure to more nearly meet the needs of the present practice of transmitting vouchers to the General Accounting Office for audit semi-monthly and note particularly the last paragraph of your letter.

I see no objection to the proposed change in the regulation if it is considered desirable to continue the present procedure. My personal preference, however, is for a complete change in procedure to accord with that followed in at least several of the larger departments. I refer to the practice of attaching the Letter of Authorization or Travel Order to the first travel voucher submitted for payment and thereafter, in the case of general travel letters, citing the number of the voucher with which the authority was filed. Trip letters of authorization would of course be attached to reimbursement voucher covering the expense and the necessity for withdrawing such letters from the files in the General Accounting Office for the purpose of auditing the claims would be eliminated. Incidentally, the necessity for maintaining a G.A.O. "transient" file for L. A.'s. in the bureaus pending transmittal; assembling and transmitting the letters at stated periods, which process is of course repeated on a larger scale in the Disbursing Office; and the maintaining of a letter of authorization file by department bureaus in the G.A.O., would disappear.

I believe this suggested change in procedure may well be accorded careful consideration at this time as being in the line of simplification and expedition of work.

Very truly yours,



F. E. Singleton,
Chief Accountant,
Office of the Secretary.

Enclosures.

Public Voucher for Reimbursement of Travel and Other Expenses
Including Per Diem

Voucher No. _____
No. _____

(Statement of account must be completely filled in by payee prior to signature, and there must not be any erasure or alteration unless initialed or signed by him)

U. S. DEPARTMENT OF AGRICULTURE

(Department, Bureau, or Establishment)

Appropriation: _____

THE UNITED STATES, Dr., To _____

(Payee)

Address _____

Official Headquarters _____

Domicile _____

Residence _____

(For use of the Postal Service only)

For REIMBURSEMENT of travel and other expenses incurred in the discharge of official duty

from _____, 19____, to _____, 19____,

as per itemized statement within, under authority L. A. # 126(E), 7 - 1 - 1926

filed with Voucher # 7956

\$

AMOUNT

Dollars

Cents

NOTATIONS

(Payee must not use this column)

(Additional statements by Department, Bureau, or Establishment, if deemed necessary)

(ACCOUNTING CLASSIFICATION)

(Payee will NOT use this space)

Differences _____

Account verified; correct for _____ \$

(Signature or Initials) _____

I do solemnly swear (or affirm) that the above account and schedule annexed are just and true in all respects; that the distances for which charge is made have been actually and necessarily traveled on the dates therein specified; that the amounts as charged, other than for per diem in lieu of subsistence, have been actually paid by me for travel and other expenses incurred on official business only; that no part of the account has been paid by the United States, but the full amount is justly due; that all expenditures included in said account other than my own personal travel expenses were made under prior authority therefor or under urgent or unforeseen public necessity; that it was not, for reasons stated herein, feasible to have payment made for such expenditures by a disbursing officer of the United States, and that expenses for which no vouchers were obtained were made under such circumstances as to render the taking of vouchers impracticable.

SIGN ORIGINAL ONLY

Payee _____ Title _____

(To be used at discretion of Department, Bureau, or Establishment)

Recommended for approval:

Subscribed and sworn to (or affirmed) before me at _____
this _____ day of _____, 192

Signature _____

(Immediate Supervising Official)

Title _____

I certify that the services have been performed and the expenses incurred as stated in the above account, except as noted; that they were necessary and proper; that the annexed statement has been examined, and that the amounts claimed are just and reasonable, except as noted.

*Approved for \$ _____

SIGN ORIGINAL ONLY

*

Title _____

Paid by { Check No. _____, dated _____, 19____, for \$ _____ } (on Treasurer of the United States
in favor of payee named above
{ Cash, \$ _____, on _____, 19____ Signature of payee _____

OBSERVE INSTRUCTIONS ON LAST PAGE OF THIS FORM

SIGN ORIGINAL ONLY

* If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the blank space below "Approved for \$ _____" and over his official title.

ITEMIZED SCHEDULE OF TRAVEL AND OTHER EXPENSES

[illegible]

MEMORANDUM OF TRAVEL PERFORMED UPON TRANSPORTATION REQUESTS
(To be used at discretion of Department, Bureau, or Establishment)

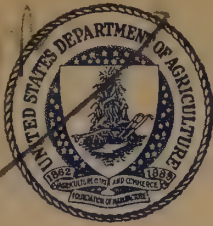
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GENERAL INSTRUCTIONS

1. This form of voucher will be used in accounting for expenses of travel, including per diem in lieu of subsistence when authorized, and other authorized expenses for which reimbursement is claimed. Where an account is too large to be stated on this form use continuation sheets, and fasten them together in the upper left-hand corner. Fill in the form on this voucher, showing how transportation requests were used. Accounts must embrace each and every item of expenditure pertaining to the period for which the account is rendered.

2. Each account must be sworn to (or affirmed) by the person rendering it, in the form prescribed on the face of this form. Officers and employees traveling upon official business will be allowed their travel expenses, as explained and embraced in the travel regulations. The provisions of these regulations must be strictly observed in order to avoid suspensions and disallowances in the settlement of accounts.

3. One or more copies of the approved memorandum voucher may be used as required for administrative purposes.



DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED
★ OCT 13 1926 W
Please return to
the Secretary's Office

November 15, 1926.

Memorandum No. 563

FILE
P. L. GLADMON

Amendment of Administrative Regulations,
paragraphs 486, 487 and 489.

By decision A-15972 of October 16, 1926, the Comptroller General rules against the granting of leave with pay to employees under appointment pending certification of eligibles. His conclusion is summarized in the following language: "Employees appointed for a definite period, or subject to a maximum limitation of one year or less, in accordance with section 1 of Rule VIII of the Civil Service Commission are not entitled to leave with pay under the provisions of Section 7 of the Act of May 15, 1898, 30 Stat. 316." Appointees pending certification were virtually the only temporary class not covered by prior rulings against leave with pay allowance, so that all temporary employees are now within the prohibition.

In the published loose-leaf reprints of the amendment to par. 487 administrative, Memorandum 556, and to par. 489 administrative, Memorandum 559, the expression "temporary employees appointed for job employment under section 4 of Rule VIII of the Civil Service Commission" will be replaced by the term "temporary employees."

Par. 487 administrative is amended by addition of the following:

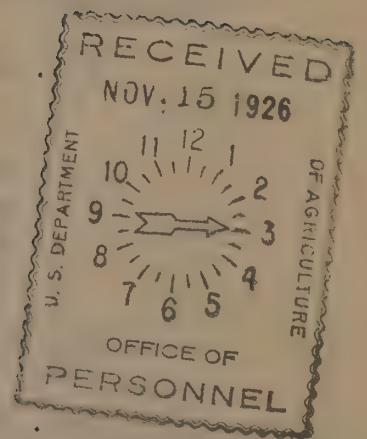
Temporary employees receiving permanent appointment may be allowed leave with pay or reimbursement for leave charged without pay for prior temporary service within the calendar year.

The rule stated follows the authorization in 4 Comp. Gen., 69.

Par. 486 administrative is amended by revocation of the last paragraph.

W. Marvin

Acting Secretary.



DECISION OF THE COMPTROLLER GENERAL.

LEAVE OF ABSENCE-- TEMPORARY APPOINTMENTS PENDING CERTIFICATION OF
ELIGIBLES.

Employees appointed under section 1 of Rule VIII of the civil service rules for a definite period or subject to a maximum limitation of one year or less, pending certification of eligibles, are temporary employees and are not entitled to leave of absence under section 7 of the act of May 15, 1898, 30 Stat. 316.

Comptroller General McCarl to the Secretary of Commerce, October 16, 1926:

I have your letter of October 4, 1926, requesting decision whether employees in the offices of superintendents of lighthouse districts who are employed pending certification of eligibles by the Civil Service Commission are entitled to leave with pay.

The decision of May 11, 1925, 5 Comp. Gen. 903, referred to in your letter, dealt with the appointment of one employed under a series of temporary appointments of three months each under section 4 of Rule VIII of the Civil Service Commission. It was based on the principle that a prolonged leave of absence with pay was inconsistent with temporary employment.

Section 1 of Rule VIII specifies that appointment thereunder is temporary and is not to be in excess of 30 days unless previously authorized by the commission. It appears therefore that appointment under said section 1 is even more temporary in character than if made under section 4 of Rule VIII.

Accordingly, you are advised that employees appointed for a definite period, or subject to a maximum limitation of one year or less, in accordance with section 1 of Rule VIII of the Civil Service Commission are not entitled to leave with pay under the provisions of section 7 of the act of May 15, 1898, 30 Stat. 316.



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILE
★ OCT 16 1926
Please return to
[illegible]

November 26, 1926

FILE
P.L. GLADSON

MEMORANDUM NO. 564

Reimbursement for Supplies used by the Addressing,
Duplicating and Mailing Section, Office of Information.

Effective as of July 1, 1926, reimbursement by the bureaus and offices of the Department for supplies used by the addressing, duplicating and mailing section, Office of Information, will be accomplished by transfer of bureau funds to the miscellaneous expense appropriation of the Department. Bills for such material will be rendered monthly by the central stores section. Each bureau will be charged its proper share of the gross value of the stock consumed during the period covered by the account as represented by the value of the supplies actually delivered to it in the form of completed work.

The existing budget stock will be transferred to the central stores section and each organization of the Department will write off its credits in the addressing, duplicating and mailing section as of June 30, 1926.

Memorandum No. 365 of January 9, 1922, "Bureaus to set up liabilities based upon expenditures for supplies incurred for their account by the Division of Publications," is revoked.

P. H. Glendon
Acting Secretary.

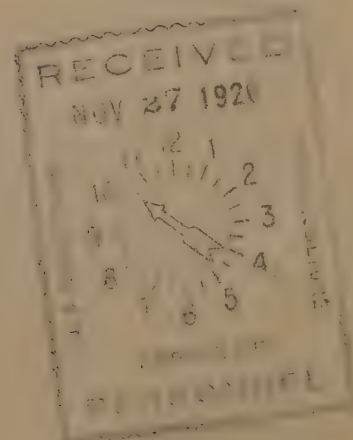


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UNITED STATES DEPARTMENT OF AGRICULTURE
DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION
WASHINGTON

October 8, 1926.

CHIEFS OF BUREAUS AND OFFICES;

The following is a draft of a proposed P.B.A. circular which has been under consideration in this office contemplating an improved and more definite method of payment for supplies used by the Addressing, Duplicating and Mailing Section of the Office of Information in performing work for the various organizations of the Department:

Effective as of July 1, 1926, reimbursement by the bureaus and offices of the Department for supplies used by the Addressing, Duplicating and Mailing Section, Office of Information, will be accomplished by transfer of funds ^{to} through the Miscellaneous Expenses Appropriation. Bills for material used will be rendered monthly by the Central Stores Section as ~~a separate item~~ on the vouchers submitted by that Section to cover reimbursement for supplies issued direct to the respective organizations. The gross value of the supplies actually issued to the A.D. & M. Section during the period covered by the account will be billed to the bureaus and offices, each bureau being charged the proper proportion of the gross value as represented by its share of the value of the supplies actually delivered to the bureaus and offices in the form of completed work.

The existing budget stock will be transferred to the Central Stores Section and each organization of the Department will "write-off" ~~its share of~~ the credits in the A.D. & M. Section as of June 30, 1926.

It is understood that the existing method of payment, by means of advances made to this Section for the purchase of such supplies as are needed to carry on the work, has not proved satisfactory. The proposal now under consideration, as you have noted, is to abandon this system of advances and substitute therefor a direct reimbursement method providing for the payment at the end of monthly periods of the amounts due as represented by the actual value of the supplies used on the jobs for each particular bureau, including paper, ink, and paper stock necessarily "wasted" in the operation of the machines. Such a system would give the bureaus and offices definite information as to the supplies used on their work, would make it unnecessary for the Office of Information to frequently request increases in allotments, and would reduce the work of the bureau administrative officers and accountants accordingly.

1890

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO PRESS

The first of these is the fact that the
 government has been unable to raise the
 necessary funds to meet its obligations.
 This has been due to a variety of factors,
 including the fact that the government has
 been unable to collect the taxes it needs.
 The second factor is the fact that the
 government has been unable to borrow money
 from the international community. This has
 been due to the fact that the government
 has a poor credit rating and is therefore
 unable to obtain the loans it needs.
 The third factor is the fact that the
 government has been unable to implement
 the reforms it has promised. This has
 led to a loss of confidence in the
 government and has made it difficult for
 the government to raise the funds it needs.
 The fourth factor is the fact that the
 government has been unable to control
 inflation. This has led to a loss of
 confidence in the government and has made
 it difficult for the government to raise
 the funds it needs.

Heretofore the bureaus and offices have been charged with the value of the paper, envelopes, cards, etc., which have been actually delivered to the ordering offices in the form of completed work. To these sums have been added a fixed percentage representing "Ink and Wastage" to cover the cost of the ink used in performing the work and the paper, envelopes, cards, etc., necessarily "wasted" in the operation of the machines. It appears that this "Ink and Wastage" figure was originally fixed at 4% for a period of eighteen months. For the fiscal year 1924 this was increased to 10% and for the fiscal years 1925 and 1926, the rate charged was 15%. The following tabulation which has been compiled on the basis of the ink used during the fiscal year 1926 plainly indicates that the amounts charged were insufficient to cover the cost of materials used.

	Ink and Wastage Charged	Ink Actually Purchased
1923	\$1,046 (4 %)	\$2,851
1924	3,271 (10%)	3,564
1925	4,916 (15%)	3,572
1926	4,963	3,612
	<u>14,196</u>	<u>13,599</u>

When the evidence accumulated to show that the percentage fixed for "Ink and Wastage" was insufficient, it was first proposed by the Office of Information to increase this charge to 20%, the actual factor of wastage at the close of 1926 having been determined as 19.1%, but the arrangement outlined in the foregoing has been proposed as an alternative plan beginning with the fiscal year 1927. The character of the work performed necessarily makes the "Ink and Wastage" percentage a variable figure and any fixed percentage will, of course, be either too high or too low. Under the plan now proposed this irregularity would be eliminated by charging the actual cost of the ink used and the supplies "wasted" against the bureaus each month in exact proportion to the volume of work done.

When the service rendered by the A. D. & M. Section was extended to cover the work for the various bureaus and offices four years ago all the branches of the Department made allotments to that Section in order that the supplies necessary for the enlarged operation of the organization might be purchased at the start. It appears that each organization was charged the actual cost of price of the paper, envelopes, cards, etc. (but not including the ink used) delivered to the bureaus in the form of completed work, plus the stipulated wastage figure and the difference carried forward as a credit. Since that time, these credits have been augmented by the value of the supplies purchased by the A. D. & M Section from the respective appropriations and reduced by the value of the supplies used. At this time the book credits of all organizations total approximately \$10,000, but the actual value of the supplies on hand is estimated to be about one-fourth of the book credits. As the total value of the work performed during the period amounted to \$124,721, the amount actually

available for wastage (\$597) represents slightly less than 5/100 of 1%. This percentage of wastage is obviously far too low and over the period of four years has resulted in the depletion of the Budget Stock. In reality, therefore, the debt of the Office of Information to the bureaus for the Budget Stock has been practically cancelled. In view of this fact the suggestion has been made that the various bureaus and offices of the Department write-off on their stock books the credits in the A. D. & M. Section as of June 30 of the fiscal year 1926. The working stock now on hand in the A. D. & M. Section valued at approximately \$2,500 would then be transferred to the Central Supply Section thus providing Mr. Nelson's office with a working stock which would be turned over several times each year as reimbursements are received.

The Bureau of Efficiency, which is now making an inquiry into the methods used in connection with duplicating work, considers the existing plan of operation impracticable because (1) it does not currently charge actual cost of jobs, and (2) the credits for Budget Stock, being based largely upon past errors in billing, will present an increasingly intolerable situation. Its representative has stated that the apparent debt of the Office of Information for Budget Stock is in effect no debt by reason of the value of the ink used during the past four years, and the plan suggested herein is regarded by the representative of the Bureau of Efficiency who is handling the investigation of the duplicating work as the most satisfactory settlement of this particular phase of the problem.

Before final consideration is given to the plan described in the foregoing, Mr. Crawford and I are anxious, of course, to have the comments, suggestions and recommendations of the various bureaus of the Department, and we will appreciate it if you will let us have the suggestions and recommendations of your bureau by October 25.

W W Stockberger
Director.



100

The first part of the paper is devoted to a discussion of the general principles of the theory of the structure of the atom. It is shown that the structure of the atom is determined by the laws of quantum mechanics, and that the laws of quantum mechanics are in agreement with the experimental facts. The second part of the paper is devoted to a discussion of the application of the theory of the structure of the atom to the study of the properties of matter. It is shown that the theory of the structure of the atom can be used to explain the properties of matter, and that the properties of matter can be used to test the theory of the structure of the atom. The third part of the paper is devoted to a discussion of the application of the theory of the structure of the atom to the study of the properties of light. It is shown that the theory of the structure of the atom can be used to explain the properties of light, and that the properties of light can be used to test the theory of the structure of the atom. The fourth part of the paper is devoted to a discussion of the application of the theory of the structure of the atom to the study of the properties of heat. It is shown that the theory of the structure of the atom can be used to explain the properties of heat, and that the properties of heat can be used to test the theory of the structure of the atom. The fifth part of the paper is devoted to a discussion of the application of the theory of the structure of the atom to the study of the properties of electricity. It is shown that the theory of the structure of the atom can be used to explain the properties of electricity, and that the properties of electricity can be used to test the theory of the structure of the atom. The sixth part of the paper is devoted to a discussion of the application of the theory of the structure of the atom to the study of the properties of magnetism. It is shown that the theory of the structure of the atom can be used to explain the properties of magnetism, and that the properties of magnetism can be used to test the theory of the structure of the atom. The seventh part of the paper is devoted to a discussion of the application of the theory of the structure of the atom to the study of the properties of sound. It is shown that the theory of the structure of the atom can be used to explain the properties of sound, and that the properties of sound can be used to test the theory of the structure of the atom. The eighth part of the paper is devoted to a discussion of the application of the theory of the structure of the atom to the study of the properties of the earth. It is shown that the theory of the structure of the atom can be used to explain the properties of the earth, and that the properties of the earth can be used to test the theory of the structure of the atom. The ninth part of the paper is devoted to a discussion of the application of the theory of the structure of the atom to the study of the properties of the universe. It is shown that the theory of the structure of the atom can be used to explain the properties of the universe, and that the properties of the universe can be used to test the theory of the structure of the atom. The tenth part of the paper is devoted to a discussion of the application of the theory of the structure of the atom to the study of the properties of the future. It is shown that the theory of the structure of the atom can be used to explain the properties of the future, and that the properties of the future can be used to test the theory of the structure of the atom.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 9, 1922.

MEMORANDUM No. 365.

Bureaus to set up Liabilities based upon Expenditures for Supplies incurred for their account by the Division of Publications.

In order that there may be maintained in the Division of Publications an adequate stock of paper and envelopes for use in carrying into effect the activities contemplated in Memorandum No. 342, each bureau will set up as of January 1, 1922, a liability based upon expenditures incurred for their account during the preceding six months. Beginning July 1, 1922, liabilities will be set up and carried for the entire fiscal year.

These liabilities will be taken up on the books of each bureau and carried as a reserve, subject to the order of the Division of Publications. The Division of Publications will draw requisitions for paper and envelopes against the fund so created and will transmit such orders through the bureaus in each case for initial and record. Orders will be pro-rated in such manner as to proportionately reduce the liabilities carried on the books of each bureau.

A monthly itemized statement of the value of all supplies used for the account of each bureau will be rendered by the Division of Publications and at the end of each fiscal year adjustments will be made on the basis of the actual cost of the supplies used. Should it appear that the amount carried by any bureau is in excess of its requirements, the excess will be released not later than June 1st of each fiscal year in order that the fund may be available to the bureau and expended for other purposes.

Henry C. Wallace
Secretary.





DIRECTOR OF
PERSONNEL AND BUSINESS ADMINISTRATION

11/17

Mr. Jump;

Since a Secy's memo. is re-
voked, it seemed better not to
use a P.B.A., even "by direction."
Can be changed if you don't agree.

Slight verbal changes from
draft circulated with memo. of
Oct. 8 attached agreed to by
Singleton and Nelson in confer-
ence this afternoon.

Should be gotten out as soon
as possible.

11/18

LR

Mr Robbins
Wones like to
discuss this with
you briefly
J

The first of these is the fact that the
 system is not a simple one. It is a
 complex one, and it is not possible to
 describe it in a simple way. It is a
 system of many parts, and it is not
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DIRECTOR OF
PERSONNEL AND BUSINESS ADMINISTRATION

Dear Mr. Crawford:

Since the attached memorandum affects the work of one of the units under your control, I shall be glad if you will initial the papers provided you find the plan satisfactory. I may add that the project has been circularized throughout the Department and that all bureaus have responded favorably.

Very truly yours,

W. W. Stockinger

Director.

O.K.

H. A. C.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL ECONOMICS
WASHINGTON, D. C.

October 28, 1926.

Mr. Robbins
J

MEMORANDUM FOR DR. STOCKBERGER.

Dear Doctor Stockberger:

Reference is made to your memorandum of October 8 suggesting a P. B. A. circular covering changes in the methods of accounting for work done by the Addressing, Duplicating and Mailing Section of the Department. We are of the opinion that some such method as outlined would simplify the procedure, and about the only suggestion we would care to make is that when the Central Supply Section bills this Bureau for supplies used in this class of work, they be presented on a voucher separate from that submitted for regular supplies furnished the Bureau. Such a procedure would simplify the accounting work. We assume that the Addressing, Duplicating and Mailing Section will continue to furnish the Bureau with monthly statements from which we shall be able to charge the different projects with their proportionate share of the gross amount.

It is noted that the bureaus are to "write off" the credits for stock in the Addressing, Duplicating and Mailing Section as of June 30, 1926. On June 30 this Bureau had a credit of \$4,703.32, which, of course, we are reluctant to lose, but inasmuch as we understand the actual value of the supplies has been depleted by approximately 75 per cent, it will probably be necessary to write off the full amount.

Very truly yours,

Orry C. C. C.
Business Manager.

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RECEIVED
OFFICE OF
PERSONNEL

MEMORANDUM
BUREAU OF ANIMAL INDUSTRY

C-

November 9, 1926.

DR. STOCKBERGER:

In reply to your memorandum of October 8 contemplating an improved and more definite method of payment for supplies used by the A. D. & M. Section in its work for the various organizations of the Department, the plan suggested meets with the approval of this Bureau; in fact, this Bureau is willing to agree to almost anything that will result in getting its work back promptly. Although writing off its credits and debits against the A. D. & M. will mean writing off a credit of some eight hundred dollars, it is quite willing to do this.

It takes this opportunity to express the hope also that it will not be called on to cut stencils for this work.



Administrative Assistant.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY

WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY
AND REFER TO

October 20, 1926.

The Problems

Dr. W. W. Stockberger,
Director of Personnel and Business Administration,
U. S. Department of Agriculture,
Washington, D. C.

Dear Dr. Stockberger:

The Bureau is in receipt of your circular letter of October 8 regarding the proposed P. B. A. Circular to be issued in connection with the addressing and duplicating work of the Department.

We have carefully noted the contemplated changes in the present method of handling this work and distributing the charges. It appears to the Bureau that the new method would result in simplification and a more satisfactory distribution of charges, and we are therefore in accord with the changes as outlined.

Very truly yours,

W C Henderson

Acting Chief of Bureau.



THE UNIVERSITY OF CHICAGO

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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF CHEMISTRY
WASHINGTON, D. C.

ADDRESS REPLY
CHIEF, BUREAU OF CHEMISTRY
AND REFER TO

W. W. Skinner
JUL 27 1926

Dr. W. W. Stockberger,

Director of Personnel and Business Administration.

Dear Doctor Stockberger:

Replying to your memorandum of October 8, 1926, with regard to proposed P.B.A. circular covering method of reimbursement to the A.D. & M. Section for supplies, you are advised that in the opinion of this Bureau same is a most satisfactory procedure. It is our belief that the proposed procedure will be more business-like than the current one and it is recommended that the proposed regulation be adopted.

Very truly yours,

W. W. Skinner

W. W. Skinner,
Assistant Chief.



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UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF DAIRY INDUSTRY
WASHINGTON, D. C.

15 October 1926

MEMORANDUM FOR DR. W. W. STOCKBERGER,
Director of Personnel and Business Administration.

Dear Doctor Stockberger:

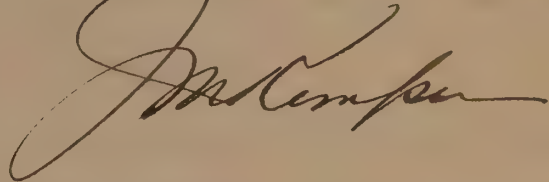
We have your memorandum of October 8, regarding the discontinuance of the present method of reimbursing the Addressing, Duplicating and Mailing Section, Office of Information, for work performed, and proposing an alternate method and requesting our suggestions and recommendations regarding same.

The principal objection to the present method of reimbursement, so far as this Bureau is concerned, is in connection with the allocation of expenditures to the objects of expenditure prescribed by General Accounting Office Bulletin No. 1, dated May 11, 1922. Under present conditions we are required to liquidate charges for A. D. & M. work by the payment of vouchers for supplies, principally stationery. The expenditures covered by such vouchers should properly be allocated to object 0200 "Stationery and Office Supplies," whereas the service actually purchased by this Bureau was duplicating work, the cost of which should properly be allocated to object 0820 "Stenographic Work, Typewriting, Duplicating such as multigraphing and mimeographing (job work)." In order, therefore, to avoid criticism by the Director of the Bureau of the Budget for unusual expenditures for stationery and office supplies this Bureau has invariably transferred from object of expenditure 0200 to object of expenditure 0820 at the end of each year the total amount allotted for A. D. & M. work. This, however, should not be necessary and the contemplated change in method will obviate it.

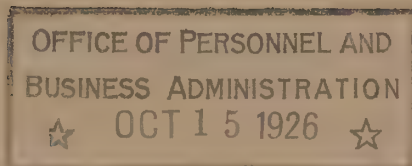
In this connection, however, we believe further consideration should be given the matter of financing Department service activities such as the A. D. & M. work and the Mechanical Shops. It is our thought that such activities should be self-sustaining, that is, they should be given sufficient appropriations and their facilities made available to the various bureaus of the Department without reimbursement.

This, it seems to us, would obviate the large amount of bookkeeping which is necessary under present conditions, as well as the continual quibbling regarding charges for work performed, not only as to the reasonableness of such charges, but also as to whether a particular job is chargeable to bureau funds or to the appropriation of the Secretary's Office, would bring about a greater utilization of the facilities of these service organizations and in the end promote economy and efficiency.

Very truly yours,

A handwritten signature in dark ink, appearing to read "J. M. Kemper". The signature is fluid and cursive, with a long horizontal stroke at the end.

Administrative Assistant.



UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ENTOMOLOGY
WASHINGTON, D. C.

November 1, 1926.

Mr. Robbins

MEMORANDUM FOR DR. STOCKBERGER.

Dear Dr. Stockberger:

Acknowledgment is made of your memorandum of October 8 in regard to the proposed P. B. A. circular contemplating an improved and more definite method of payment for supplies used by the Addressing, Duplicating and Mailing Section of the Office of Information.

The new plan as outlined in your memorandum is a distinct improvement over the present method and is acceptable to this Bureau.

Yours very truly,

L. O. Howard

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL HORTICULTURAL BOARD
WASHINGTON, D. C.

October 16, 1926.

Dr. W. W. Stockberger,

Director of Personnel & Business Administration,

Dear Dr. Stockberger:

Referring to your memorandum of October 8, regarding the proposed changes in the method of payment for supplies used by the Addressing, Duplicating and Mailing Section, Office of Information, you are advised that this Board has carefully considered this revision and it is believed that the new plan will be very satisfactory and will tend to simplify the accounting work of this Board.

Yours very truly,


Chairman of Board.



UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE



ADDRESS REPLY TO
THE FORESTER
AND REFER TO

WASHINGTON

October 18, 1926

O
E & S

MEMORANDUM FOR DR. STOCKBERGER

Dear Dr. Stockberger:

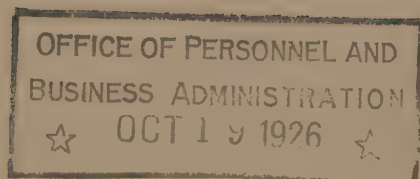
Reference is made to your memorandum of October 8.

The proposed method of reimbursing the Addressing, Duplicating and Mimeographing Section for work performed for bureaus in the Department is undoubtedly an improvement over the present system. The only comment the Forest Service has to offer deals with the cancelling of the credits now on the books of the A. D. and M. Section. Would it not be more equitable to wipe out the credit by charging each bureau with its proportionate share of the wastage based upon the amount of work performed during the past four years? It may be that the credits now on the books reflect this ratio properly and that nothing would be gained by calculating the exact amounts chargeable to the various bureaus.

Very sincerely yours,

A handwritten signature in dark ink, appearing to be "L. A. Smith", written over a light-colored background.

Acting Forester.





UNITED STATES DEPARTMENT OF AGRICULTURE
INSECTICIDE AND FUNGICIDE BOARD
WASHINGTON, D. C.

ADDRESS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD

fm

October 18, 1926.

In reply refer to

MEMORANDUM FOR THE DIRECTOR OF PERSONNEL AND
BUSINESS ADMINISTRATION.

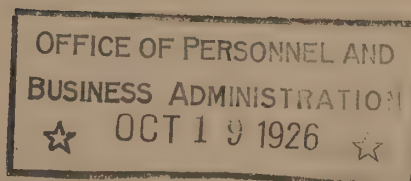
Dear Dr. Stockberger:

Receipt is acknowledged of your memorandum of the 8th instant in regard to the proposed P. B. A. changing the method now in use of charging the bureaus for supplies for the A. D. M. Section of the Office of Information.

The Board is in favor of the proposed plan of charging each unit its share of the value of the supplies actually delivered in the form of completed work.

Very truly yours,

J. G. Shibley
Assistant to Chairman.



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UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON, D. C.

OFFICE OF THE LIBRARIAN

October 26, 1926.

M. R. Barnett

Dr. W. W. Stockberger,
Director of Personnel and Business Administration,
U. S. Department of Agriculture,
Washington, D. C.

Dear Dr. Stockberger:

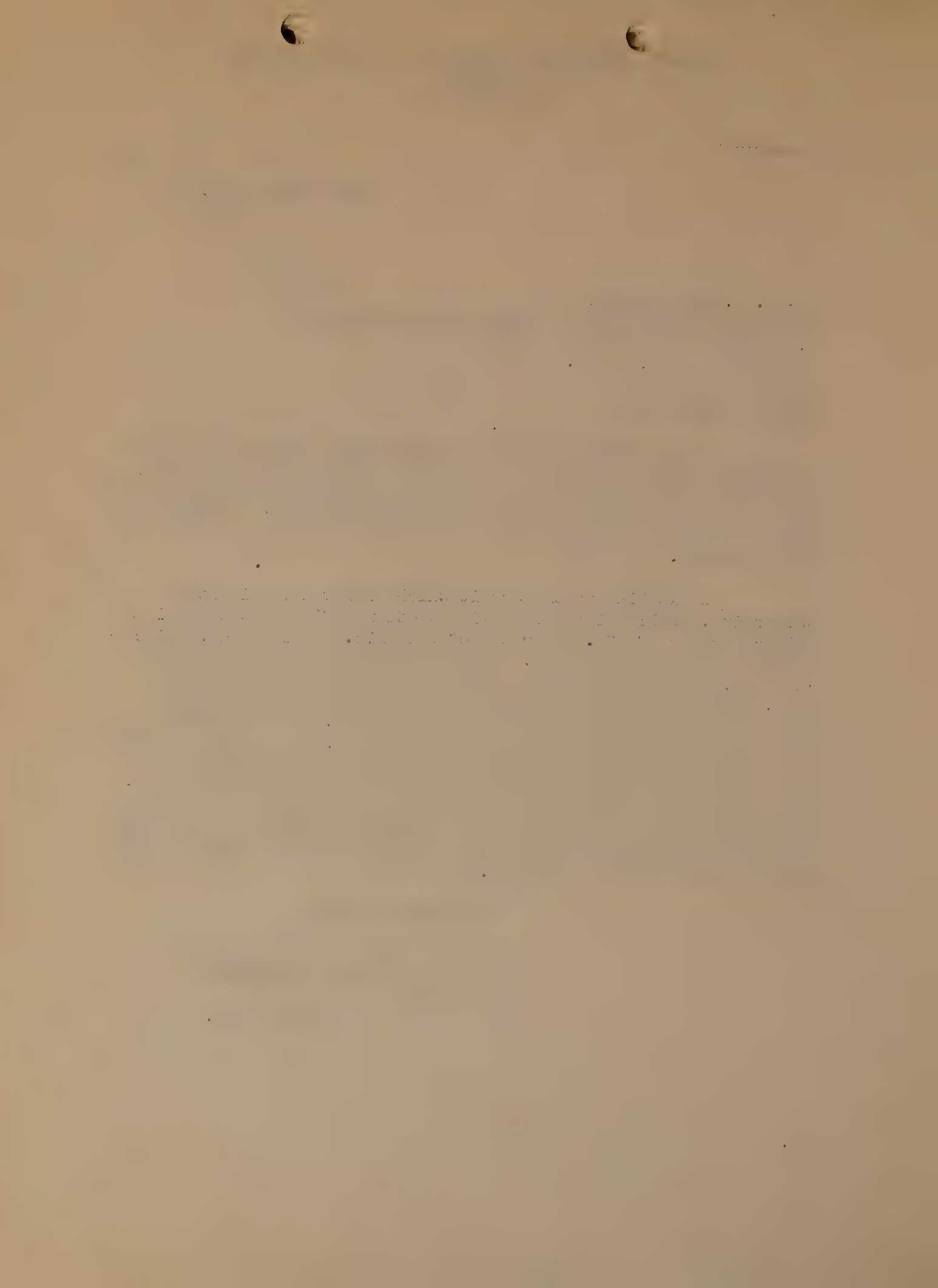
I am in receipt of your memorandum of October 8 in regard to the new method of payment for supplies used by the Addressing, Duplicating and Mailing Section, Office of Information in performing work for the various organizations of the Department. It seems to me that the plan proposed will be much more satisfactory than the former method.

In looking up the credit which we now have with the Addressing, Duplicating and Mailing Section I find that there is a balance due us of \$77.69, or 28% of the \$275.00 which was required of the Library July 1, 1923. Under the old plan this undoubtedly would have been sufficient to carry us through the present fiscal year. The question has occurred to me whether this balance of 28% is about the same as that of other offices. At the time that the original allotment was required of the Library in 1923 it seemed to us that it was unduly large, as the amount of addressing and duplicating work performed for the Library is comparatively small. If, however, the balance remaining to the credit of the Library is proportionately the same as that of the other bureaus, I feel that there is no ground for objection on the part of the Library to the plan for cancelling all credits.

Very truly yours,

C. R. Barnett

Librarian.



United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C., October 30, 1926.

M. Robbins

Dr. W. W. Stockberger,
Director of Personnel and Business Administration,
Department of Agriculture.

Dear Doctor Stockberger:

Receipt is acknowledged of your circular letter of October 8, requesting comment and suggestions on the proposed method of direct reimbursement by the bureaus and offices of the Department at the end of each month of the amount due for paper and ink used by the Addressing, Duplicating and Mailing Section, Office of Information, reimbursement to be accomplished by transfer of funds through the Miscellaneous Expenses appropriation.

I think the proposed direct reimbursement method for actual value of supplies used on jobs for each particular bureau or office would be more satisfactory to all concerned than the existing method of payment by means of advances. However, in the interest of effective accounting, I would ask that monthly bills be rendered promptly to our Bureau, and that each job be itemized under the designated job number so that exact charges may be made to the proper appropriation items of the Bureau.

Very truly yours,

A. E. Weaver
Assistant to the Chief.



MEMORANDUM FOR THE RECORD

TO : Mr. Tolson

FROM : Mr. [Name]

SUBJECT: [Subject]

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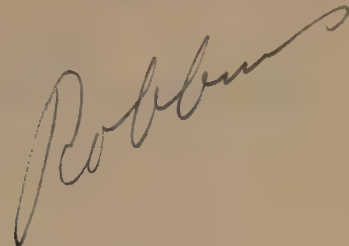
[Main body of the memorandum text]

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ECW

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF SOILS
WASHINGTON

October 21, 1926.



MEMORANDUM for Dr. W. W. Stockberger,

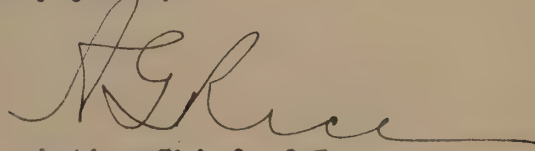
Director, Personnel and Business Administration.

Dear Dr. Stockberger:

The proposed P.B.A. circular presented in your memorandum of October 8, is satisfactory to this Bureau. While the Bureau of Soils does not call upon the Addressing, Duplicating and Mailing Section for any great amount of service, we are nevertheless constant users of the service and the bills that have been presented for the work done have been moderate.

I should like to add a word of commendation for the Section. We have found the work itself to be uniformly satisfactory, and there has been every effort made by the Section to assist when expeditious handling of our work has been essential.

Very truly yours,



Acting Chief of Bureau.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU
WASHINGTON

Office of the Chief

October 19, 1926.

Wm. R. ...

MEMORANDUM FOR DIRECTOR OF PERSONNEL AND BUSINESS
ADMINISTRATION.

Dear Doctor Stockberger:

Referring to your memorandum of October 8th, setting out draft of a proposed P.B.A. Circular which contemplates an improved and more definite method of payment for supplies used by the Addressing, Duplicating and Mailing Section of the Office of Information in performing work for the various organizations of the Department:

Careful consideration has been given to the proposed method of payment set forth in your memorandum and we can see no objection, so far as this Bureau is concerned, to this method being put into effect. In fact, we believe it will be an improvement over the present method of settlement.

Respectfully,

C.F. Marvin

C.F. Marvin,
Chief of Bureau.

2

THE UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

1912

TO THE HONORABLE SENATE OF THE UNIVERSITY OF CHICAGO

FOR THE PURPOSE OF RECOMMENDING THE
APPOINTMENT OF A MEMBER OF THE
FACULTY OF THE DIVISION OF THE PHYSICAL SCIENCES
TO THE CHAIR OF PHYSICS

THE COMMITTEE ON THE PHYSICS DEPARTMENT
HAS THE HONOR TO SUBMIT TO YOU THE
FOLLOWING REPORT ON THE
RECOMMENDATION OF THE PHYSICS DEPARTMENT
FOR THE APPOINTMENT OF A MEMBER OF THE
FACULTY OF THE DIVISION OF THE PHYSICAL SCIENCES
TO THE CHAIR OF PHYSICS

AND TO RECOMMEND

THE APPOINTMENT OF
DR. J. H. P. [Name]

A TENTATIVE GLANCE AT THE PROPOSED PLAN FOR REIMBURSEMENT OF COSTS OF
A. D. & M. WORK AND RESULTANT PROCEDURE

A. D. & M. orders to be drawn against Central Stores Unit in manifold
(copies).

1 copy to be returned to A.D.& M. with value of stock
endorsed thereon.

Stock card of values to be maintained by A.D.& M. on
each bin or shelf section.

~~Price list of various classes of work to be determined
and issued by Central Stores Section~~

Records of value of work produced (price list basis)
to be maintained by A.D.& M. Section as at present.

On the 20th of each month 2 photostatic copies of A.D.& M. records will be made, one of which should be sent to Office of Accounts; the other to Mr. Nelson, who will then determine the wastage and prepare bills, separate from regular Central Stores issues, against each bureau or unit, and schedule them to Office of Accounts for record and collection. It is essential that bills be submitted not later than the 26th of each month if amounts are to be reflected in monthly financial statements and operating credits made available. The photostatic copies of A.D.& M. records, showing bureau order numbers should support the bills in order that bureaus may be able to identify work billed.

WASTAGE CHARGE

As regards the determination of this charge the computation would apparently have to be made somewhat as follows:

Value of total issues to A.D.& M.	\$6,000.00
Value of stock unused, end of period	<u>1,500.00</u>
Value of supplies consumed during period	
(inc. Waste)	\$4,500.00
Value of stock used in delivered work	<u>4,000.00</u>
Wastage during period	\$ 500.00
Percentage of waste, 12-1/2	

These are purely mythical figures assumed to demonstrate a tentative method of arriving at a wastage factor. It involves a determination of stock on hand in A.D. & M. Section at the close of each monthly or other period but it is not clear how anything like an accurate factor can be otherwise arrived at.

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UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

ADDRESS REPLY TO
CHIEF, FINANCE AND ACCOUNTS
AND REFER TO



WASHINGTON, D. C.

FA
Supervision
(Advance of Funds)

January 4, 1927.

MEMORANDUM FOR MR. ROBBINS

Dear Mr. Robbins:

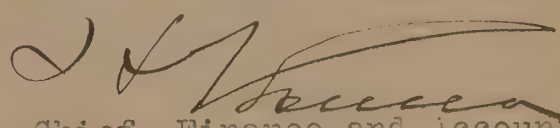
Your informal memorandum of December 29 is received.

I am of the opinion that recognition should be given the Forest Service advance of funds act (May 23, 1908, 35 Stat. 259) in both the Secretary's order and the P.B.A. circular. It would also be desirable I think to amend the wording of the bond slip by insertion of the words "and non personal services", thereby eliminating all possible doubt as to the classes of expenditures authorized. Sheets are attached containing the modifications suggested in the two orders, proposed changes being typed in capital letters.

It would be well for strictly travel advances, that is for subsistence and transportation purposes, to quote only the June 3, 1926, act, provided of course that that act is interpreted by the legal officers to cover transportation items. However, as you explained over the telephone such procedure is apparently impracticable at the present time. It is not ordinarily administratively desirable to extend greater expenditure authority to individual employees than the nature of their duties require.

Very truly yours,

Enclosure.


Chief, Finance and Accounts

PROPOSED SECRETARY'S ORDER

Suggested wording for paragraph 3:

Advances of funds under the Acts of June 3, 1902, 32 Stat., 303, AND MAY 23, 1908, 35 STAT. 259 (LATTER ACT APPLICABLE TO FOREST SERVICE ONLY), hereafter referred to as "non-subsistence advances", may be made to employees of the Department for the purpose of discharging while in an official travel status or at field stations of the Department or points of field operation, obligations of the United States growing out of the employment of temporary labor or the procurement of supplies and NON-PERSONAL services, payment for which can not practically or without prejudicial delay be made by a disbursing agent of the Department. Use of advances of this character will be strictly limited by the conditions stated.

Suggested wording for paragraph 5:

For non-subsistence advances alone, the bond form will be that hitherto used in the Department for advances under the Act of June 3, 1902, (ALSO THE ACT OF MAY 23, 1908 IN THE FOREST SERVICE), but the application form and accounting procedure will be those prescribed in connection with the subsistence advances, with proper additions or notations on the forms. The amount of bond, amount of advances, and authorization for advances, will be governed by paragraphs 2, 3, and 4, respectively, of Treasury Department Circular No. 369, 1926.

PROPOSED P. B. A. CIRCULAR

Suggested wording for paragraph 2:

Where a combined subsistence and non-subsistence advance is sought there should be added to Form 1038 above the line on face, "An advance of funds is hereby requested", etc., a single line stamped notation "Acts of June 3, 1902, AND MAY 23, 1908, (LATTER ACT TO BE DISREGARDED BY BUREAUS OTHER THAN FOREST SERVICE ~~ONLY~~) for non-subsistence expenses and" in such wise that this will constitute an insertion between the words "under" and "the". Where a purely non-subsistence advance is desired the stamp should be used as above and the inconsistent text cancelled from the form.

Suggested wording for paragraph 4:

To the bond form, Bureau of the Budget No. 19, there should be added in case of combined advances the stamped notation, "and Acts of June 3, 1902" (IN FOREST SERVICE MAKE REFERENCE ACT MAY 23, 1908, ALSO) under the title "Bond of indemnity", etc., and in corresponding type. In the space between the paragraphs

beginning "Whereas" and that beginning "Nor Therefore" there should be pasted on the upper margin a strip bearing the following text:

Suggested wording for bond amendment slip:

AND WHEREAS, the above-bounden principal will be required during the course of such travel or under other circumstances to make disbursements for the employment of temporary labor AND NON PERSONAL SERVICES or for the purchase of objects indispensable to the performance of his official duties or to the operation of the field station to which he is attached, such disbursements being in discharge of obligations of the Government which could not practically or without prejudicial delay be paid by a disbursing officer of the Department of Agriculture, and it is contemplated that he will receive from applicable appropriations advances of funds for payments of such character.

MEMORANDUM NO. ____

Advances of Funds for Subsistence and Other Expenses.

Former par. 57 of the Fiscal Regulations, as amended by Memorandum No. 568 of September 29, 1926, is further amended as follows and numbered 31 Fiscal Regulations:

Advances of funds under the "Subsistence Expense Act of 1926" hereafter referred to as "subsistence advances" will be governed by the regulations of the Secretary of the Treasury, Treasury Department Circular No. 369, 1926, published as Appendix 1 of the standardized Government travel regulations. The bond form will be that prescribed by Bureau of the Budget Circular 196, November 6, 1926; the accounting procedure and forms will be those prescribed by the Comptroller General of the United States in General Regulations No. 59, 1926.

Advances of funds under the Act of June 3, 1902, 32 Stat., 303, hereafter referred to as "non-subsistence advances", may be made to employees of the Department for the purpose of discharging while in an official travel status or at field stations of the Department or points of field operation, obligations of the United States growing out of the employment of temporary labor or the procurement of supplies and services, payment for which can not practically or without prejudicial delay be made by a disbursing agent of the Department. Use of advances of this character will be strictly limited by the conditions stated.

Both subsistence and non-subsistence advances may be covered by a single bond and application. In such case the subsistence-advance bond application and accounting forms will be used with proper additions or notations, and the accounting procedure will correspond to that for subsistence advances. The minimum combined advance shall be \$100, the maximum \$4,000. The amount of the bond shall not be less than that of the advance applied for, and beginning with a minimum of \$1,000, shall be in the multiple of \$1,000 equalling or next above the advance applied for.

For non-subsistence advances alone, the bond form will be that hitherto used in the Department for advances under the Act of June 3, 1902, but the application form and accounting procedure will be those prescribed in connection with the subsistence advances, with proper additions or notations on the forms. The amount of bond, amount of advances, and authorization for advances, will be governed by paragraphs 2, 3 and 4, respectively, of Treasury Department Circular No. 369, 1926.

Advances under either Act singly or combined may be made by the disbursing clerk of the Department or by the fiscal agents of the Forest Service. Authorizations for subsistence or non-subsistence advances singly up to \$1,000 or for combined advances up to \$2,000, may be approved by chiefs of bureaus or a district forester, Forest Service, or district engineer, Bureau of Public Roads; those for advances exceeding these amounts should bear the approval of the Director of Personnel and Business Administration. No bond shall be approved unless it bears indication that it has been examined and found sufficient by the Solicitor of the Department or such assistants in his office as he may designate for the purpose. Bonds will be filed with the disbursing clerk or fiscal agent by whom the advance is made.

Secretary.

For non-ambulatory advances alone, the bond form will be that required in the Department for advances under the Act of June 3, 1903, but the application form and accounting procedure will be those provided in connection with the ambulatory advances, with proper addition or deletion on the form. The amount of bond, amount of advances, and authorization for advances, will be governed by paragraphs 3, 5 and 4, respectively, of Treasury Department Circular No. 369, 1904.

Advances under either Act singly or combined may be made by the disbursing clerk of the Department or by the fiscal agent of the Forest Service. Authorization for advances or non-ambulatory advances singly up to \$1,000 or for combined advances up to \$1,000 may be approved by chiefs of bureaus or a district forester, Forest Service, or district engineer, Bureau of Public Roads; those for advances exceeding these amounts should have the approval of the Director of Forestry and National Administration. No bond shall be required unless it be so indicated that it has been examined and found sufficient by the Director of the Department or such agent as is in his office or no way designate for the purpose. Bonds will be filed with the disbursing clerk or fiscal agent by whom the advance is made.

The above regulations are in effect from July 1, 1904.

Approved: J. P. H. [Signature]

Approved: J. P. H. [Signature]

Secretary.

Approved: J. P. H. [Signature]

Approved: J. P. H. [Signature]

Approved: J. P. H. [Signature]

Approved: J. P. H. [Signature]

Approved: J. P. H. [Signature]

Approved: J. P. H. [Signature]

Approved: J. P. H. [Signature]

P. B. A. Circular No. ____

Advances of Funds for Subsistence and Other Expenses.

Reference is made to Secretary's Memorandum No. _____

_____, of above title. Supplies of G. A. O. Standard Forms 1038, "Application for Advance of Funds," and 1039, "Statement to Accompany Accounts Rendered under an Advance of Funds," and of Bureau of the Budget Standard Form No. 19, "Bond of Indemnity - Advances, 'Subsistence Expense Act of 1926'," have been ordered from the Public Printer.

Where a combined subsistence and non-subsistence advance is sought there should be added to Form 1038 above the line on face, "An advance of funds is hereby requested", etc., a single line stamped notation "Act of June 3, 1902, for non-subsistence expenses and" in such wise that this will constitute an insertion between the words "under" and "the". Where a purely non-subsistence advance is desired the stamp should be used as above and the inconsistent text cancelled from the form.

In case of combined advances it is preferable that the words, "travel authority," in the second line of Form 1039 be cancelled and "application" stamped or written instead.

To the bond form, Bureau of the Budget No. 19, there should be added in case of combined advances the stamped notation, "and Act of June 3, 1902" under the title "Bond of indemnity", etc., and in corresponding type. In the space between the paragraphs beginning "Whereas" and that beginning "Now Therefore" there should be pasted on the upper margin a strip bearing the following text:

AND WHEREAS, the above-bounden principal will be required during the course of such travel or under other circumstances to make disbursements for the employment of temporary labor or for the purchase of objects indispensable to the performance of his official duties or to the operation of the field station to which he is attached, such disbursements being in discharge of obligations of the Government which could not practically or without prejudicial delay be paid by a disbursing officer of the Department of Agriculture, and it is contemplated that he will receive from applicable appropriations advances of funds for payments of such character;

Advances of Funds for Unemployment and Other Expenses.

Reference is made to Department's Memorandum No. _____, of above date. Application for Advances of Funds, and Form 1088, "Statement to Accountant Showing Advances of Funds," and of Bureau of the United States for 1933, "Bond of Integrity - Advances," submitted herewith are of 1933, have been ordered from the Public Printer.

Where a combined unemployment and non-unemployment advance is sought there should be added to Form 1088 above the line on page, "An advance of funds is hereby requested," etc., a similar line as in caption "Part of June 5, 1933, for non-unemployment advance and" in each case read this with caption as indicated between the words "unemployment" and "non-unemployment" advance is desired. The stamp should be pasted as above and the inconsistent text cancelled from the form.

In case of combined advances it is preferable that the words, "unemployment," in the second line of Form 1088 be cancelled and "application" stamped or written instead.

To the local form, Bureau of the U. S. at No. 13, there should be added in case of combined advances the caption "Part of June 5, 1933, for non-unemployment advance and" and in caption "Part of June 5, 1933, for non-unemployment advance and" in each case read this with caption as indicated between the words "unemployment" and "non-unemployment" advance is desired. The stamp should be pasted as above and the inconsistent text cancelled from the form.

AND WHEREAS, the above-captioned principal will be required to make advance of funds for the purpose of making disbursements to make disbursements for the purpose of temporary labor or for the purpose of making disbursements to the performance of his official duties or to the operation of his office or other business; and WHEREAS, such disbursements being in discharge of obligations of the Government which would not be met or without prejudicial delay be paid by a disbursement officer of the Department of Agriculture, and it is recommended that he will receive from applications applications advances of funds for payments of such disbursements;

Gummed slips for this purpose have been ordered from the Public Printer. Pending their availability the insertion may be typed.

Bureaus should take steps to insure that each recipient of advances is provided with a supply of Form 1039 and reminded that vouchers covering expenditures from the advances should invariably be accompanied by an executed form.

Director.

7. The fact that the Commission has been unable to obtain any information from the Government of the United States regarding the activities of the United States in the Philippines, and the fact that the Commission has been unable to obtain any information from the Government of the United States regarding the activities of the United States in the Philippines, is a serious matter.

It is a very common mistake to think that the only way to get a good photograph is to use a camera. In fact, the best photographs are often taken with the naked eye. The camera is a tool, and like any tool, it can be used in many different ways. The most important thing is to have a good eye for composition and lighting. The camera is just a means to an end, and the end is a good photograph.

505-115

November 13, 1920

The Honorable,

The Comptroller General.

Dear Mr. McCarl:

Enclosed herewith will be found carbon of my letter of even date to the Secretary of the Treasury requesting a modification in so far as use by this Department is concerned of the bond form prescribed in Treasury Department Circular No. 369. This communication sets forth at some length the Department's problem in endeavoring to arrange for concurrent advances under the subsistence expense act of 1891 and the act of June 3, 1902, an earlier provision applicable exclusively to this Department. I trust that what is therein said will receive your consideration in connection with the specific matter to be placed before you.

If the desired modification of the bond form is approved either some change will be necessary in so far as this Department is concerned in standard form 1038 prescribed by General Regulations No. 49, 1916, or two accounts will necessarily be kept in the Department with practically every officer to whom advances are made. This alone will mean not a little extra work, since there are at present some 215 active accounts on file in the Department. This, however, would be the smaller part of the total labor involved. The recipients of advances would necessarily either render two separate vouchers for each period - one for subsistence and the other for non-subsistence items - or divide vouchers into subsistence and non-subsistence sections, or add to the voucher a summary of the two classes of items. Any one of these processes would be laborious. The utility of separate accounts is moreover highly questionable, since in the event of suit under the bond the two separate accounts would necessarily be combined.

Your consideration, and unless there is objection, approval are therefore requested of modification of Form 1038 in the following respect: After the word "hereto" in the sixth line of the body

of the application place semicolon and all following text, this material to constitute an insert between the words "hereto" and "and":

and under act of June 3, 1902, 32 Stat. 303, for proper expenses, other than for subsistence, required in the performance of official work during travel or in the conduct of the field work of the Department of Agriculture, such expenses being those which cannot practically or without prejudicial delay be paid by a disbursing officer of the department

It will be desirable also that Form 1039 be modified by substitution of "under application dated" for "under travel authority No. _____ dated."

Since our advance procedure is at the present time somewhat embarrassed through uncertainty as to the forms to be used, the Department will appreciate your early action in this matter.

Very truly yours,

Secretary's File Room:

(Signed)

Acting Secretary.

Enclosure.

[illegible][illegible]

IS ALL INFORMATION CONTAINED HEREIN TO BE RELEASED TO THE PUBLIC
DATE 10-10-2001 BY 60322 UCBAW

There are two main types of ...
The first type is ...
The second type is ...

[illegible]

ACCOUNTING PROCEDURE FOR ADVANCES OF PUBLIC FUNDS
UNDER THE PROVISIONS OF THE SUBSISTENCE
EXPENSE ACT OF 1926.

1926
General Regulations No. 59.

General Accounting Office
Office of the Comptroller General of the United States
Washington, October 19, 1926.

1. By virtue of the authority contained in the Budget and Accounting Act, 1921, the following accounting procedure is hereby prescribed for advances of public funds under the Subsistence Expense Act of 1926, approved June 3, 1926, made in conformity with the regulations governing such advances prescribed by the Secretary of the Treasury in Treasury Department Circular No. 369, dated August 20, 1926, pursuant to the provisions of section 8 of said Act, reading as follows:

"The heads of departments and establishments, under regulations which shall be prescribed by the Secretary of the Treasury for the protection of the United States may advance through the proper disbursing officers from applicable appropriations to any person entitled to actual expenses or per diem allowance under this Act such sums as may be deemed advisable considering the character and probable duration of the travel to be performed. Any sums so advanced shall be recovered from the person to whom advanced, or his estate, by deduction from any amount due from the United States or by such other legal method of recovery as may be necessary."

2. Advances to employees may be made only by disbursing officers authorized and designated to make payment of reimbursement vouchers of such employees upon receipt of a formal application for the advances made upon Standard Form No. 1038 which is hereby prescribed for that purpose. Prior to the approval of such applications, which approval shall be in conformity with the regulations contained in Treasury Department Circular No. 369, there should be filed with the disbursing officer a duly certified copy of a proper order directing the travel.

3. An account with each employee to whom funds are advanced will be maintained by the disbursing officer on Standard Form No. 1038.

4. An employee to whom an advance has been made will render his expense account on the regular reimbursement voucher, Standard Form No. 1012. Expense accounts shall be rendered promptly after the end of each trip except that for travel extending over one month, expense accounts shall be rendered promptly after the close of each month. There shall be attached to each voucher a statement on Standard Form No. 1039. Should the statement indicate that the employee will continue in a travel status and will consequently have further need for the amount advanced to him, the disbursing officer shall make prompt payment in the usual way of the amount lawfully claimed and approved for reimbursement. Should it appear from the statement that the employee will not have further need for the amount advanced to him, the disbursing officer will take credit for a disbursement for the approved amount of the voucher and indicate payment thereof in the space provided on the voucher for check number as "advance check No....., dated....." The statements accompanying reimbursement accounts will be detached by the disbursing officer for retention in his files as his authority for restoring the reduced advance or for allowing credits thereunder, and all transactions under an advance of funds will be recorded on Standard Form No. 1038.

5. Upon completion of his travel the employee to whom an advance has been made shall submit his voucher for reimbursement of any amounts not previously claimed and shall pay direct to the disbursing officer any balance in excess of the amount expended by him for authorized expenses.

6. Should the employee immediately upon the completion of his travel fail to submit complete reimbursement vouchers or fail to remit to the disbursing officer any balances remaining due from him, the disbursing officer shall at once

the advance has been made with regard to...

...the advance has been made with regard to...
...the advance has been made with regard to...
...the advance has been made with regard to...

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...the advance has been made with regard to...
...the advance has been made with regard to...

make demand therefor.

7. Each disbursing officer making advances of public funds under the Subsistence Expense Act of 1926, or any other act authorizing advances for similar purposes, shall submit with his accounts a list of such advances made and outstanding at the close of each accounting period and shall enter on his account current the amount of such advances as a separate item of the analysis of balance due the United States.

8. Checks drawn in making advances shall be treated by the disbursing officers similarly to checks drawn in "exchange for funds" (See paragraphs 3 and 4, General Regulations No. 31, dated Sept. 1, 1923.)

9. Pending the issuance of printed Standard Forms Nos. 1038 and 1039, improvised forms following the reproductions on sheets attached may be used.

J. R. McCARL,

Comptroller General
of the United States.

[illegible]

Standard Form No.1039
Form Approved By Comptroller
General U. S. Oct.19 1926

STATEMENT TO ACCOMPANY
ACCOUNTS RENDERED UNDER
AN ADVANCE OF FUNDS

.....
(Date)

Account of..... under an advance of funds made
under travel authority No..... dated..... and under bond
dated.....

Amount of Advance.....

Expended and not previously reimbursed:

Date Submitted	Period Covered	Amount
.....		
.....		
.....		

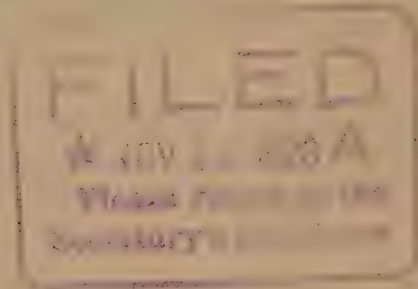
Total.....

Balance due United States kept in.....

I certify that the foregoing is a correct statement of my account, that I will
continue in a travel status until..... and that I will..... have further need
for this advance.

Signature.....

.....
(Official Title)



BUREAU OF THE BUDGET

WASHINGTON

November 6, 1926.

STANDARD FORM OF BOND OF INDEMNITY - ADVANCES -
"SUBSISTENCE EXPENSE ACT OF 1926."

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS:

1. The Interdepartmental Board on Simplified Office Procedure and the Permanent Conference on Printing have agreed upon a Standard Form of Bond Indemnity - Advances - "Subsistence Expense Act of 1926", which has been approved by the Secretary of the Treasury as conforming with the regulations prescribed by him pursuant to section 8 of the Subsistence Expense Act of 1926.

2. Size of form, color and quality of paper - The form to be printed on paper stock, size 8 x 10 $\frac{1}{2}$ ", in black record ink on both sides of paper stock substance 20, white, rag 50%.

3. The head of each department and establishment, except the Post Office Department, upon receipt of this circular, will make requisition on the Public Printer for such supply of this form as may be necessary to meet requirements.

4. The standard form herein promulgated will be modified only to meet such changes as the Secretary of the Treasury may make in the existing regulations prescribed by him under section 8 of the Subsistence Expense Act of 1926.

By direction of the President.

H. M. LORD

Director of the
Bureau of the Budget.

1. The first part of the report

The first part of the report
describes the general situation
of the country and the
main results of the survey.

The second part of the report
describes the results of the survey
in detail and gives the reasons
for the results.

The third part of the report
describes the results of the survey
in detail and gives the reasons
for the results.

The fourth part of the report
describes the results of the survey
in detail and gives the reasons
for the results.

AND WHEREAS, the above-bounden principal will be required during the course of such travel or under other circumstances to make disbursements for the employment of temporary labor or for the procurement of objects or services indispensable to the performance of his official duties or to the operation of the field station to which he is attached, such disbursements being in discharge of obligations of the Government which could not practically or without prejudicial delay be paid by a disbursing officer of the Department of Agriculture, and it is contemplated that he will receive from applicable appropriations advances of funds for payments of such character;

November 6, 1926.

(Department or Establishment.)

BOND OF INDEMNITY---ADVANCES, "SUBSISTENCE EXPENSE ACT OF 1926".

KNOW ALL MEN BY THESE PRESENTS, that we _____,
 of _____, in the State of _____,
 as principal, and _____,
 of _____, in the State of _____,
 and _____, of _____,
 in the State of _____, as sureties, are held and firmly bound unto
 the United States of America in the sum of _____ dollars,
 lawful money of the United States, to be paid to the United States of America or
 its agents or assigns; to which payment, well and truly to be made, we bind our-
 selves, our heirs, executors, administrators, successors, and assigns, jointly and
 severally, firmly by these presents.

Sealed with our seals, and dated this _____ day of _____, in the
 year one thousand nine hundred and _____.

WHEREAS, the above-bounden principal is required to travel in the performance
 of his duties as an employee of the United States Government and, under the pro-
 visions of existing law, he is entitled to receive, and it is contemplated that he
 will receive, from applicable appropriations, an advance or advances of funds for
 actual expenses or per diem allowance in lieu thereof on account of such travel;

NOW, THEREFORE, the condition of this obligation is such that if the said
 above-bounden principal shall safely keep and correctly pay out solely and only
 for authorized purposes, without loaning, using, or exchanging for other funds
 than as allowed by law, such funds as have been or which may hereafter be advanced
 to him at any time, and shall honestly and promptly account for the same according
 to law, and rules, regulations and instructions made and given in conformity there-
 with and shall promptly repay to the proper parties thereto entitled, as required,
 any unexpended balances remaining in his possession or standing to his credit, then
 this obligation shall be void and of no effect; otherwise to be and remain in full
 force and virtue.

And the above-bounden principal hereby consents and expressly agrees to fur-
 nish a new bond of indemnity with satisfactory surety (or sureties), in case the
 surety (or sureties) on this obligation should not for any reason, in the opinion
 of the Secretary of the Treasury, or in the opinion of the head of the Department
 or establishment making the advance, afford the United States sufficient protection
 and security.

Two witnesses (with addresses) as to each signature, or two witnesses (with ad-
 dresses), as to all signatures:

_____	_____	Principal. (Seal.)
_____	_____	Surety. (Seal.)
_____	_____	Surety. (Seal.)

I certify that each of the sureties named in and who executed the above bond
 is well known to me and has sufficient unincumbered property, liable to execution,
 to cover the penalty thereof.

(Title)

IMPORTANT NOTICE.-Do not execute this instrument without first reading the in-
 structions on the reverse side hereof.

INSTRUCTIONS

The following instructions should be strictly observed in executing bonds of indemnity:

1. **NAMES.-** The Christian names of the principal and sureties must be written in the body of the bond in full and so signed to the bond.
2. **WITNESSES.-** The signature of each party must be made in the presence of two persons, who must sign their names as witnesses. All erasures and interlineations on the bond must be noted by the witnesses, who must certify that they were made before the execution of the bond.
3. **SEAL.-** A seal of wax or wafer should be attached to the signature of the principal and each individual surety. A corporate surety must affix its corporate seal.
4. **RESIDENCE.-** The residence and post-office address (giving number and street, where the residence is so designated) of the principal and each surety and witness must be given.
5. **SURETIES.-** The sureties on the bond, if individuals, must be two in number and citizens and residents of the United States. When a surety is a woman, it should appear affirmatively that she is single, as a married woman will not be accepted as surety. A corporate surety, duly qualified under the Act of August 13, 1894, as amended by the Act of March 23, 1910, will be accepted as sole surety, but only such surety companies as have been accepted by the Secretary of the Treasury as sureties on Federal bonds shall be accepted, a list of which companies may be obtained upon application to the Secretary of the Treasury, Section of Surety Bonds.
6. **CERTIFICATES AS TO SURETIES.-** The sufficiency of individual sureties must be certified by one of the following-named officers: A chief clerk of any of the departments or establishments; judge of a United States court; United States Commissioner; United States district attorney; United States postmaster; United States marshal; collector of internal revenue; collector of customs; a clerk of a court of record, under seal of the court; executive officer of an incorporated bank or trust company, under his official designation and the seal of the bank or trust company; a notary public, under his seal; a commissioned officer of the Army or Navy of the United States for persons in the military or naval service; or a diplomatic or consular officer of the United States, under his official seal, in case the applicant for an advance resides abroad. This action should not be taken by these officers in a perfunctory manner, but only after they have obtained accurate knowledge of the financial standing of the sureties.

and under act of June 3, 1902, 32 Stat. 303, for proper expenses, other than for subsistence, required in the performance of official work during travel or in the conduct of the field work of the Department of Agriculture, such expenses being those which cannot practically or without prejudicial delay be paid by a disbursing officer of the department

And whereas, the above-bounden principal will be required during the course of such travel or under other circumstances to make disbursements for the employment of temporary labor or for the purchase of objects indispensable to the performance of his official duties or to the operation of the field station to which he is attached, such disbursements being in discharge of obligations of the Government which could not practically or without prejudicial delay be paid by a disbursing officer of the Department of Agriculture, and it is contemplated that he will receive from applicable appropriations advances of funds for payments of such character

[illegible]



THE SECRETARY OF THE TREASURY
WASHINGTON

September 14, 1926.

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS:

Under date of August 25, 1926, there were transmitted to you several copies of Department Circular No. 369, dated August 20, 1926, prescribing regulations governing the making of advances under Section 8 of the "Subsistence Expense Act of 1926."

The objection has been raised that the sample bond attached to the above-mentioned circular is too broad. You are, therefore, advised that, if desired, the following wording, which more exactly defines the risk involved, may be substituted for paragraphs 3, 4 and 5 of the sample bond:

Whereas, the above-bounden principal is required to travel in the performance of his duties as an employee of the United States Government and, under the provisions of existing law, he is entitled to receive, and it is contemplated that he will receive, from applicable appropriations, an advance or advances of funds for actual expenses or per diem allowance in lieu thereof on account of such travel.

Now, therefore, the condition of this obligation is such that if the said above-bounden principal shall safely keep and correctly pay out solely and only for authorized purposes, without loaning, using, or exchanging for other funds than as allowed by law, such funds as have been or which may hereafter be advanced to him at any time, and shall honestly and promptly account for the same

RECEIVED
Please
Secretary

-2-

according to law, and rules, regulations and instructions made and given in conformity therewith and shall promptly repay to the proper parties thereto entitled, as required, any unexpended balances remaining in his possession or standing to his credit, then this obligation shall be void and of no effect; otherwise to be and remain in full force and virtue.

Respectfully,

GARRARD B. WINSTON,
Acting Secretary of the Treasury.

copy
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Solicitor
Washington, D.C.

October 29, 1926.

Dr. W. W. Stockberger,
Director, Office of Personnel
and Business Administration.

Dear Dr. Stockberger:

Reference is made to your communication of October 8, 1926, asking whether Section 8 of the Subsistence Expense Act of 1926 contains anything which impairs the Secretary's authority to advance funds under the act of June 3, 1902, for other expenses than those of travel.

The Act of June 3, 1902, with regard to the advances of public money reads as follows:

"Advances of public money from the appropriations for the Department of Agriculture shall be made by the Secretary of Agriculture only to such chiefs of field parties, agricultural explorers, special agents, and others as shall have given bonds in such sums as the Secretary of Agriculture shall direct."

Section 8 of the Subsistence Expense Act of 1926, reads:

"The needs of departments and establishments, under regulations which shall be prescribed by the Secretary of the Treasury for the protection of the United States, may advance through the proper disbursing officers from applicable appropriation to any person entitled to actual expenses or per diem allowance under this Act such sums as may be deemed advisable considering the character and probable duration of the travel to be performed. Any sums so advanced shall be recovered from the person to whom advanced, or his estate, by deduction from any amount due from the United States or by such other legal method of recovery as may be necessary."

Treasury Department Circular No. 369 of August 20, 1926, prescribes regulations pursuant to Section 8 of the Subsistence Expense Act and Paragraph 6 of the regulations provides that advances shall not be used for any purpose other than for proper subsistence expenses of official travel.

It is clear that Section 8 of the Subsistence Expense Act deals solely with advances for subsistence expenses and to this extent only limits

... ..
... ..
... ..

1880

June 3, 1962. For other copies, see page of process.

The lot at June 3, 1902, was sold to the Government of public money

"Advocates of animal power have the advantage of experience and the knowledge of conditions of existence which will be won by the application of agricultural machinery to such fields of their practice, and have found that the use of animal power is still the best and most economical method of agriculture in such cases as the necessity of agriculture will permit."

SECRET. This is not an official communication and is not to be released.

[illegible]

Suppose other than for gross substance exposure of official travel.

It is clear that Section 8 of the Constitution is not a violation of the Bill of Rights and is not a violation of the Bill of Rights.

- 2 -

the authority given the Secretary by the Act of June 3, 1902. It is my opinion that the Secretary is still authorized to direct advances of public money for expenses other than those of travel, suitable bonds to be given as provided by the Act of 1902.

Your file is returned herewith.

Very truly yours,

(Signed) R. W. Williams.

Solicitor.

Enclosures.

The authority given the Secretary by the act of June 2, 1941, is to
obtain the necessary information in order to determine if
public money has been expended for the purpose of giving
to be given as provided by the act of 1941.

This bill is recommended for passage.

Very truly yours,

(Signed) J. E. Williams

Collector

Approved: _____

1941

November 18, 1926

The Honorable,

The Secretary of the Treasury.

Dear Mr. Secretary:

Reference is made to Treasury Department Circular No. 369 of August 30, 1926, "Regulations Governing the Advance of Public Funds under Provisions of the Subsistence Expense Act of 1926," and to the standard bond form prescribed in such regulations, as amended by your circular letter of September 14, 1926, to the heads of executive departments and establishments.

Advances of public money to officers and employees of the Department of Agriculture are authorized by the Act of June 3, 1902, 32 Stat., 303: "Advances of public money from the appropriations of the Department of Agriculture shall be made by the Secretary of Agriculture only to such chiefs of field parties, agricultural explorers, special agents, and others as shall have given bonds in such sums as the Secretary of Agriculture may direct." Under this authorization advances of funds for traveling and other expenses have been made systematically and on a somewhat extended scale since the passage of the Act quoted. The Solicitor of the Department has rendered an opinion that in so far as advances for subsistence during travel are concerned the Act of June 3, 1902 is repealed and superseded by sec. 8 of the Subsistence Expense Act of 1926, but that in so far as concerns advances for other purposes than subsistence the prior legislation still remains in full force and effect.

It will be convenient, almost indispensable, to continue non-subsistence advances to our employees under the old act, but of these the more important will still be connected with official travel. A typical case is that of scientific investigators of our Bureaus of Entomology and Plant Industry, whose duties require extensive travel in foreign countries, not infrequently in the more remote parts of Asia and South America. These trips, often lasting more than a year, involve rather extended stays in a given locality where the investigator has occasion to hire temporary labor and to incur numerous minor non-subsistence expenses, as, for instance, freight, expressage, and many classes of supplies. Transmittal

THE UNIVERSITY OF CHICAGO

1910

1925 25 15

of about 10, 1958. The following is a list of the names of the persons who were present at the meeting of the Board of Directors of the American Society of the History of the United States, held on the 10th of January, 1958, at the Hotel New York, New York.

The following is a list of the names of the persons who have been appointed to the various positions in the Department of the Interior, and who have been sworn in as such:

It will be remembered, that in the early part of the year 1861, the Government of the United States, in consequence of the war, had issued a proclamation, directing that all persons who were in the possession of property belonging to the Government, should deposit the same in the hands of the proper authorities, and that the same should be held in trust for the Government. This proclamation was issued in the month of April, 1861, and was directed to all persons who were in the possession of property belonging to the Government, and was intended to prevent the same from being sold or otherwise disposed of, and to prevent the same from being used in any manner which might be prejudicial to the Government. This proclamation was issued in the month of April, 1861, and was directed to all persons who were in the possession of property belonging to the Government, and was intended to prevent the same from being sold or otherwise disposed of, and to prevent the same from being used in any manner which might be prejudicial to the Government.

of these small accounts to the disbursing clerk of the Department for settlement is quite out of the question. Another major occasion for non-subsistence advances is at the field stations of the Department where the officer in charge must meet many small expenses - brief temporary labor, drayage, express, and small supply bills some of which could not be paid by the disbursing clerk while in other cases such adjustment, though possible, would involve unreasonable delay and would sacrifice the good will of merchants and others in the local community. Both in the case of foreign travel and of the field station expenses advances through our disbursing clerk are much preferable to the bonding of the officers as temporary special disbursing agents. The latter plan means designation of symbols, the furnishing of check books, separate requisitions, separate settlement of accounts - in fact, a long train of individually small but cumulatively laborious details.

The officers in charge of stations to whom non-subsistence advances would be made are, however, often called upon to perform official travel, so that it would be very desirable in their case as well as in that of the foreign travelers, to so arrange that one bond may serve for both the subsistence and non-subsistence advances. The Department's proposal, therefore, is to use for this purpose the standard bond form prescribed in Treasury Circular 369, as modified, but with insertion after the paragraph beginning "Whereas the above-bounden principal, etc." of the following:

And whereas, the above-bounden principal will be required during the course of such travel or under other circumstances to make disbursements for the employment of temporary labor or for the purchase of objects indispensable to the performance of his official duties or to the operation of the field station to which he is attached, such disbursements being in discharge of obligations of the Government which could not practically or without prejudicial delay be paid by a disbursing officer of the Department of Agriculture, and it is contemplated that he will receive from applicable appropriations advances of funds for payments of such character.

The instructions on back of the bond form would not be changed. The amount of bond required in so far as the subsistence expenses are concerned would be regulated strictly by the instructions in your circular. The additional protection needed on account of the non-subsistence advances would be carefully estimated, the limitation of the combined advances being \$4,000 and the amount of bond equaling such total of advances, including all amounts previously advanced and not accounted for.

I shall be glad to receive indication at your early convenience whether there will be objection to the use by this Department of the standard subsistence advance bond form with the proposed inserted paragraph. A carbon of this communication is being transmitted to the Comptroller General with request for his authorization of a modification of standard form No. 1038 prescribed in his General Regulations No. 59, 1926, in connection with the accounting procedure under sec. 8 of the Subsistence Expense Act of 1926.

Sincerely yours,

Secretary of the Board:

(Signed)

R. M. Dunlap
Acting Secretary.

These letters express the

that any further discussion of the

question is necessary.

U. S. DEPARTMENT OF AGRICULTURE
DIVISION OF ACCOUNTS AND DISBURSEMENTS
WASHINGTON, D. C.

8-4819

November 13, 1926

gk
Mr. Wenchel:

Mr. Robbins:

These letters express the
matter admirably and I do not think
that any further discussion of the
question is necessary.

Respectfully,

A. S. Appone

Schmitt

gk

YPM

*Return to Mr
Robbins*



COMPTROLLER GENERAL OF THE UNITED STATES

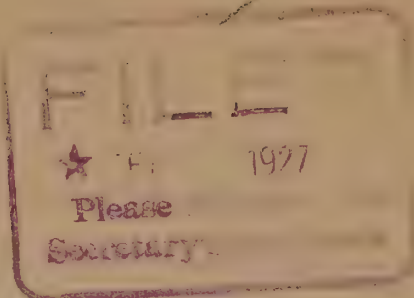
WASHINGTON

A-15896

The Honorable

The Secretary of Agriculture.

Sir:



I have your request of November 18, 1926, to be advised with respect to the act of June 3, 1902, 32 Stat. 303, and the act of June 3, 1926, 44 Stat. 689, respecting advances of funds to employees under the Department of Agriculture. The act of 1902 cited, provides as follows:

"* * * That advances of public money from the appropriations for the Department of Agriculture shall be made by the Secretary of Agriculture only to such chiefs of field parties, agricultural explorers, special agents, and others as shall have given bonds in such sums as the Secretary of Agriculture shall direct."

Section 8 of the subsistence expense act of 1926, dated June 3, 1926, 44 Stat. 689, provides in part as follows:

"SEC. 8. The heads of departments and establishments, under regulations which shall be prescribed by the Secretary of the Treasury for the protection of the United States, may advance through the proper disbursing officers from applicable appropriations to any person entitled to actual expenses or per diem allowance under this Act such sums as may be deemed advisable considering the character and probable duration of the travel to be performed. * * * "

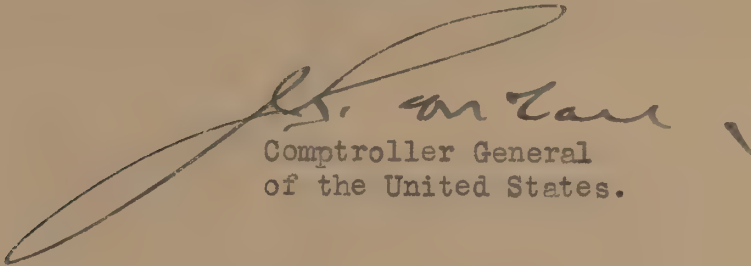
Section 9 of the same statute repeals all laws or parts of laws which are inconsistent with or in conflict with the provisions of the act.

. Accordingly, as to advances of funds to official travelers under the Department of Agriculture for actual expenses of subsistence or per diem in lieu of subsistence, the subsistence expense act of 1926 supersedes the act of June 3, 1902, and the advances by the Agriculture Department should be made under the regulations, including the bond, prescribed by the Secretary of the Treasury. As to advances for expenses other than subsistence to the persons enumerated, the act of June 3, 1902, is still in force and such advances are authorized in accordance with the regulations, including the bond, prescribed by the Secretary of Agriculture. As to this latter class, the Secretary of Agriculture could, under authority of the 1902 statute, if it was found to be the more practicable and workable, combine the bond required for advance of nonsubsistence expenses with that prescribed by the Secretary of the Treasury for advances for subsistence expenses under the 1926 statute.

Accordingly, there would be no legal objection to the plan proposed by the Secretary of Agriculture. It is not deemed necessary to change the printed form of the bond that has been

adopted under the subsistence expense act of 1926, but notation in typewriting or rubber stamp may be made on that form in proper cases, making the bond applicable to advances of nonsubsistence expenses under the act of June 3, 1902, and a similar notation should be made on the accounting form for the advances submitted to this office for audit.

Respectfully,



Comptroller General
of the United States.

COMPTROLLER GENERAL OF THE UNITED STATES
Washington

A-15896

November 2, 1926.

Public Printer,
Government Printing Office.

Sir:

There is submitted herewith printer's copy of two newly approved standard accounting forms, viz, No. 1038, application for advance of funds under the Subsistence Expense Act of June 3, 1926, and No. 1039, statement to accompany accounts rendered under an advance of funds. These forms were prescribed by General Regulations No. 59, General Accounting Office, October 19, 1926, copy herewith.

It is desired that said Standard Forms 1038 and 1039 shall be printed and delivered for use of the various Government departments and establishments under the same plan of requisitioning, distribution and prorating of costs as are set forth in prior General Regulations. See paragraph 14, General Regulations No. 51, General Accounting Office, June 18, 1926, regarding Standard Forms 1034, 1034a, 1035, 1035a, and 1036, which is the latest regulation on the subject, (copy also enclosed).

When the Forms 1038 and 1039 have been set up in type and before printing it is requested that proofs be furnished for the approval of this office, and that before printing for general distribution 1,000 printed copies be furnished in advance to this office as samples for mailing with copies of this letter to the proper officials of the departments and establishments for their information. Cost of composition, etc., and the printing of the 1,000 sample copies should be charged as part of the cost of printing of the first edition of the forms based upon the requisitions to be received from the departments and establishments.

The question of paper stock (color, substance, and quality) has been referred to the Permanent Conference on Printing for consideration and recommendation at its next meeting, and upon receipt of its recommendation you will be promptly advised of my decision in the matter.

Respectfully,

J. R. McCARL,

Comptroller General
of the United States.

Enclosure.

COMPTROLLER GENERAL OF THE UNITED STATES
Washington

A-15888

November 2, 1936

Public Printer,
Government Printing Office.

Sir:

There is submitted herewith printer's copy of two newly approved standard accounting forms, viz. No. 1038, application for advance of funds under the Subsidized Expense Act of June 3, 1936, and No. 1039, statement of company accounts rendered under an advance of funds. These forms were prescribed by General Regulation No. 39, General Accounting Office, October 19, 1935, copy herewith.

It is desired that said Standard Forms 1038 and 1039 shall be printed and delivered for use of the various Government departments and establishments under the same plan of reproduction, distribution and printing of costs as are set forth in prior General Regulations. See paragraph 14, General Regulation No. 51, General Accounting Office, June 18, 1936, regarding Standard Forms 1034, 1035, 1036, and 1037, which is the latest regulation on the subject, (copy also enclosed).

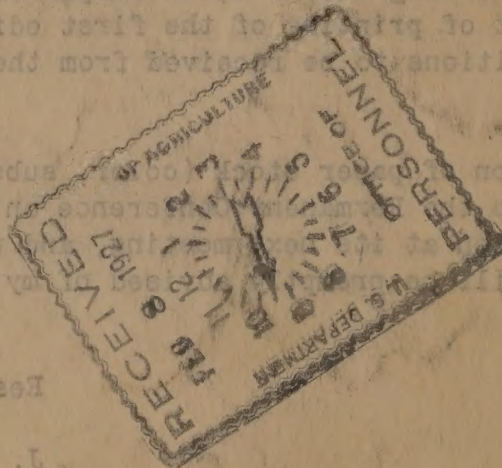
When the forms 1038 and 1039 have been set up in type and before printing it is requested that proofs be furnished for the approval of this office, and that before printing for general distribution 1,000 printed copies be furnished in advance to this office as samples for mailing with copies of this letter to the proper officials of the departments and establishments for their information. Cost of composition, etc., and the printing of the 1,000 sample copies should be charged as part of the cost of printing of the first edition of the forms based upon the reproduction received from the departments and establishments.

The question of the substance, and quality, has been referred to the reference in Printing for consideration and recommendation. It is requested that you will make a decision in the matter.

Respectfully,

J. R. McCARL

Comptroller General
of the United States



Enclosure

C O P Y .

November 30, 1926.

Dear Mr. Secretary;

Receipt is acknowledged of Acting Secretary's letter of November 18, 1926, asking whether there will be any objection to your Department using the bond form prescribed by Treasury Department Circular No. 369, with the addition of the paragraph quoted on page 2 of the above-mentioned letter, so that one bond may serve for both subsistence and non-subsistence advances.

I have no objection to the plan which you propose. However, the standard form, as approved by the Secretary of the Treasury and as set forth in the letter of November 6, 1926, from the Director of the Bureau of the Budget to heads of departments and establishments, should be used, the additional paragraph, which you propose, to be attached as an indorsement or rider.

Very truly yours,

(Signed) A. W. Mellon

Secretary of the Treasury.

The Honorable,

The Secretary of Agriculture.

The Secretary of Agriculture.

The Honorable,

Secretary of the Treasury.

(Signed) A. W. Mellon

Very truly yours,

Indorsement or rider.

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by the Secretary of the Treasury and as set forth

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assistance and non-assistance advances.

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prescribed by Treasury Department Circular No. 369, with

be any objection to your Department using the bond form

letter of November 18, 1926, asking whether there will

Receipt is acknowledged of Acting Secretary's

Dear Mr. Secretary:

November 30, 1926.

C O P Y .